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UNIFIED STENOGRAPHY

THE SIMPLEST AND MOST UNIFORM OF

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THE HEFFLEY SCHOOL

Brooklyn-New York

1904

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GENERAL DIRECTIONS

The general directions which may be given the student in advance are few, as the principles introduced from time to time in the following pages will be specifically treated, when reference is made to them.

Ruled paper should always be used. Faint red lines are preferable and they should be ruled about one-half inch apart.

Every character must be carefully and correctly formed, and should never be written faster than it can be written well. Ability to write rapidly and legibly will depend upon the precision with which in the beginning each character is written.

Accuracy in writing depends upon the *direction* in which each character is written, its *length*, and whether it is *light* or *heavy*. The perpendicular, slanting, and horizontal strokes should be made in the proper direction, and the curved strokes, when made heavy, should be thickened in the centre only, and should taper toward the extremities; while straight strokes are made heavy throughout, and should be made only sufficiently heavy to distinguish them from light strokes.

Either a pen or a pencil may be used, which should be held between the first and second fingers, in an almost upright position. The notebook must be kept in place with the left hand, and, when one is writing, the weight of the body should not rest upon the right arm.

Everything should be written and read over and over again. Each character, word, or principle must be learned perfectly before the next one is taken up, and nothing outside of the exercises given in connection with each lesson should be attempted. Word-signs must be reviewed daily.

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CONSONANTS				VOWELS
Phonograph	*Name*	*Direction written*	*Sound of*	*Sound of*
	P	Downward	P as in Pope	E as in eat
	B	"	B " babe	
	T	"	T " tight	A " ate
	D	"	D " dead	AH " arm
	Chay	"	CH " church	
	J	"	J " judge	AW " all
	K	Left to right	K " kick	
	Gay	"	G " gag	O " oak
	Ray	Upward	R " roar	
	Hay	"	H " high	OO " ooze
	F	Downward	F " fife	ĭ " ill
	V	"	V " vat	
	Ith	"	TH " path	ĕ " ell
	The	"	TH " thy	
	S	"	S " saw	ă " at
	Z	"	Z " zeal	ŏ " odd
	Ish	"	SH " she	
	Zhe	Downward	Z " {azure / vision}	ŭ " us
	{L / Lay}	" / Upward	L " lull	o͝o " put
	Yay	Downward	Y " yet	I " ice
	R	"	R " roar	
	Way	"	W " wake	OI " oil
	M	Left to right	M " maim	
	{Emp / Emb}	" / "	MP " hemp / MB " ember	OW " owl
	N	"	N " noun	
	{Ing / Ink}	" / "	NG " thing / NK " think	U " use

PHONOGRAPHY

Phonography is based upon a scientific analysis of the sounds of the English language. The common alphabet, as being inadequate for the accurate representation of the various sounds, has been discarded and one more philosophic has been adopted,—one which provides an absolute sign for each consonant and vowel sound.

The CONSONANT signs are derived from the following geometric diagrams:

From these divisions twelve simple straight and curved lines are obtained:

These lines, made light and heavy, are arranged in pairs, the thin strokes representing the whispered sounds, and the heavy strokes the vocal or thickened sounds, as in column 1, on the opposite page.

Each consonant, whether straight or curved, is written in the direction of one of the lines in the following figures:

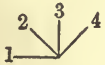


FIG. 1.

FIG. 2.

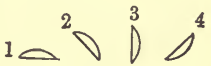


FIG. 3.

The lines in the second and fourth directions are inclined exactly midway between the horizontal and perpendicular lines in the first and third directions.

Each sign represents invariably the same *sound*, and is always written in the same direction. (See columns 2 and 3.)

The VOWEL sounds are represented by dots and dashes placed in three positions about the consonant signs, as in column 5.

CONSONANTS

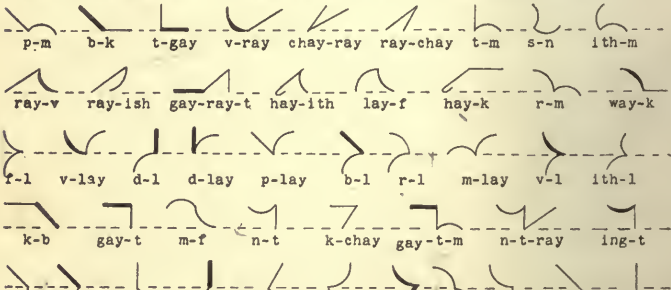
1. Upright and sloping consonants are written DOWNWARD, except lay, ray, and hay, which are written UPWARD.

2. Horizontal consonants are written from LEFT to RIGHT.

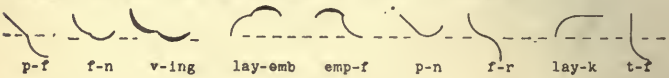
3. All strokes are made of uniform length. Chay slopes 60, and ray and hay 30, degrees from the line of writing.

4. When consonants are combined, they are written without lifting the pen from the paper, each succeeding consonant beginning where the preceding one ends.

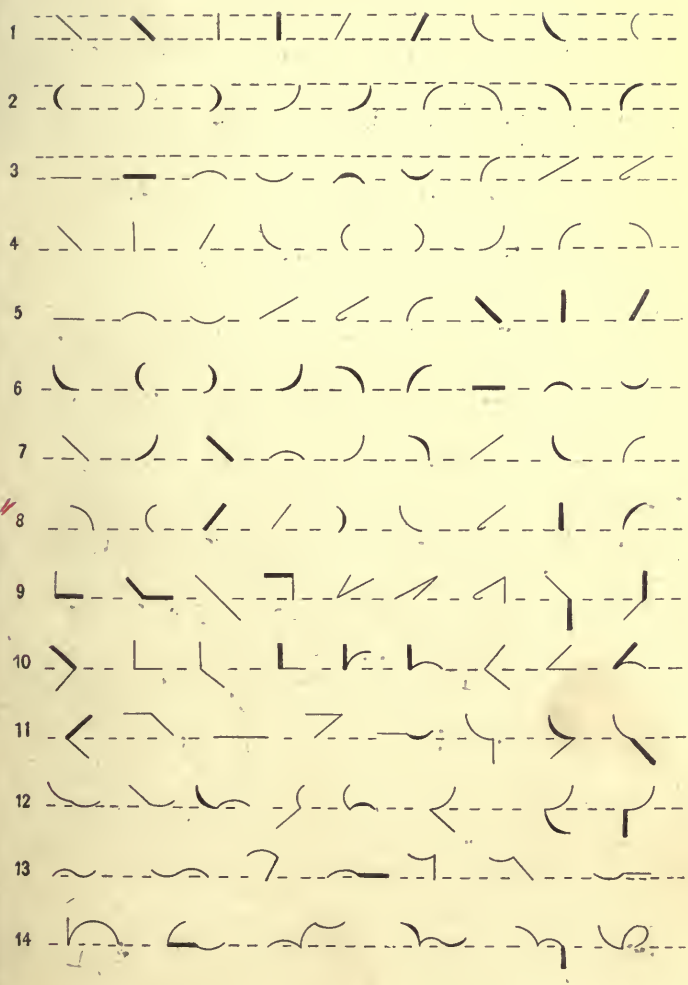
5. Each consonant is written in the same direction when joined to others as when standing alone. When joined, the first DOWN or UP stroke rests UPON the line. L, when standing alone, is written UPWARD.



6. Except in a few combinations, an angle is formed between a straight and a curved, and between two curved, consonants.



SEP 11 1905



SEP 11 1905

SEP 16 1905

LONG VOWELS

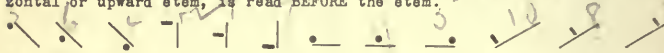
7. The long-vowel sounds as heard in the worde heat, hate, heart, bought, boat, boot, are represented by HEAVY dote and dashes, written at the beginning, middle and end of a consonant.

E A AH AW O OO

8. The eounds are called first-place, second-place, and third-place vowels. The place ie reckoned from the beginning of the stroke. Dash vowels are written at right angles to the etroke.

9. All oonsonante of a word are written before placing the vowel or vowele. In stenography only the sounds of a word are expreseed.

10. A vowel placed at the left of a downward stem, or above a horizontal or upward etem, is read BEFORE the etem.

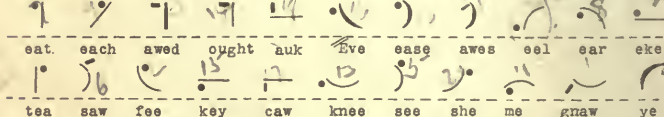


e-p a-p ah-p aw-t o-t oo-t e-k a-k ah-k aw-ray o-ray oo-ray

11. A vowel placed at the right of a downward stem, or below a horizontal or upward stem, ie read AFTER the stem.

b-e b-a b-ah j-aw j-o j-oo k-e k-a k-ah hay-aw hay-o hay-oo

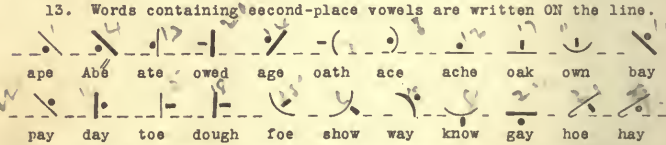
12. Worde containing first-place vowels are written ABOVE the line.



eat each awed ought auk Eve ease awes eel ear eke

tea saw fee key caw knee see she me gnaw ye

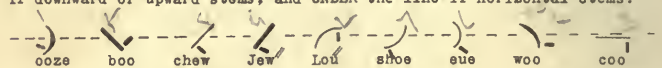
13. Words containing eecond-place vowels are written ON the line.



ape Abe ate owed age oath ace ache oak own bay

pay day toe dough foe show way know gay hoe hay

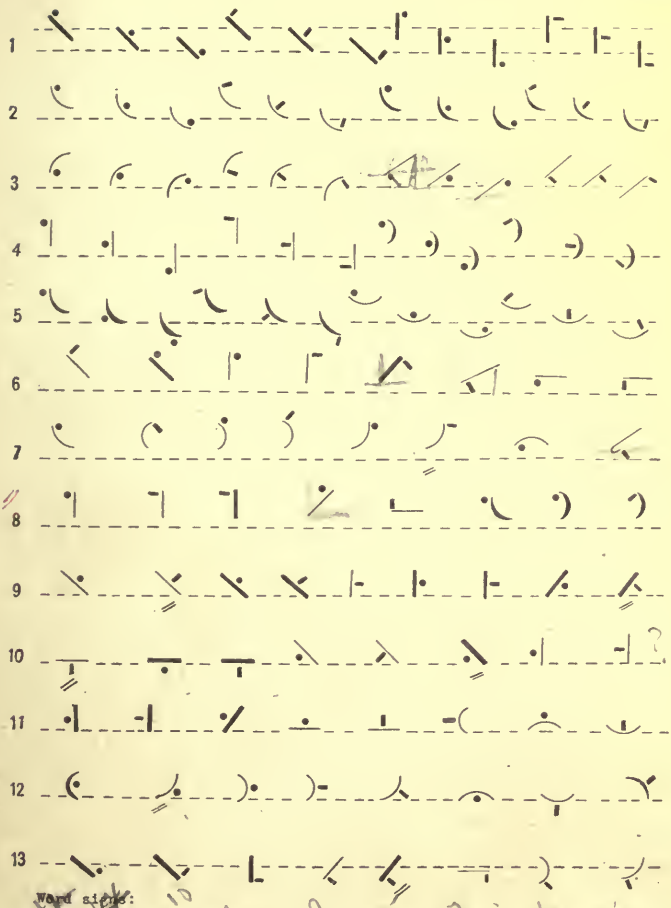
14. Words containing third-place vowele are written THROUGH the line if downward or upward stems, and UNDER the line if horizontal etems.



ooze boo chew Jew Lou shoe eue woo coo

SEP 1 ? 1905

LA[illegible]ER
DALLAS, TEXAS

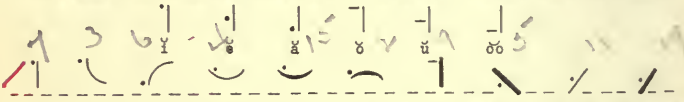


Word signs:

The, a, ah, all, too, already, before, owe-oh, ought, who, whom.

SEP 14 1905
SEP 1[illegible] 1905

15. The six short-vowel sounds as heard in the words sit, set, sat, lock, luck, look, are represented by light dots and dashes, and written in the same positions and governed by the same rules as the long vowels.



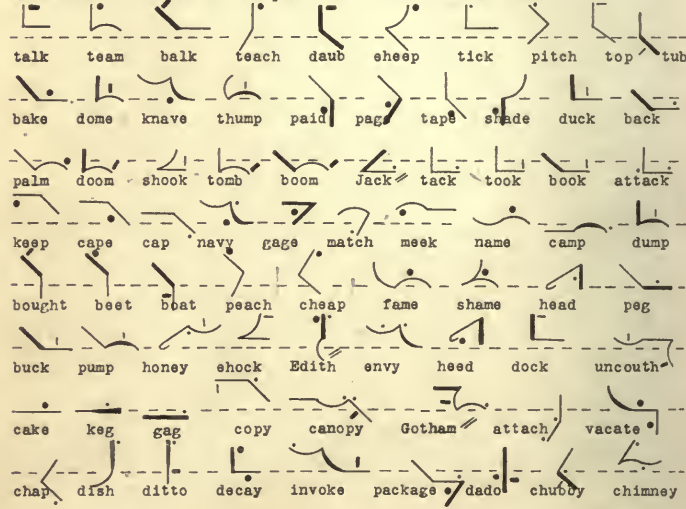
it if ill in ink imp odd ebb etch edge

egg up Ed at add am aehy alley eddy essay

16. A first-place vowel between two consonants is written after the FIRST consonant, second- and third-place vowels are written before the SECOND consonant.

t-e-m t-a-m t-ah-m t-i-p t-e-p t-a-p. t-aw-l t-o-l t-oo-l

17. When words contain two or more stems, the first UPWARD or DOWNWARD stem is written in the position of the accented vowel.



talk team balk teach daub sheep tick pitch top tub

bake dome knave thump paid page tape shade duck back

palm doom shook tomb boom Jack tack took book attack

keep cape cap navy gage match meek name camp dump

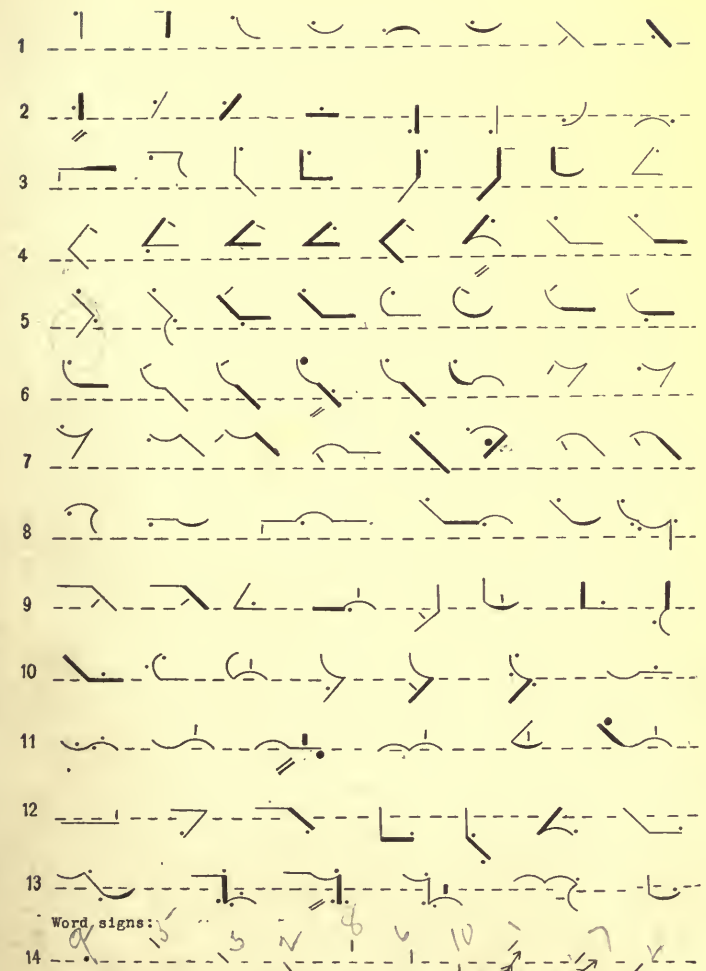
bought beet boat peach cheap fame shame head peg

buck pump honey shock Edith envy heed dock uncouth

cake keg gag copy canopy Gotham attach vacate

chap dish ditto decay invoke package dado chubby chimney

SEP 18 1905



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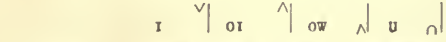
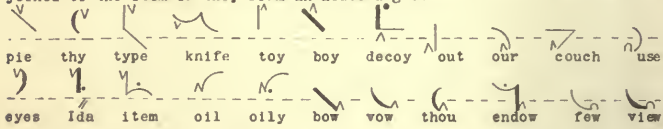
SEP 27 1905

DIPHTHONGS

18. The double vowels ae heard in the words tie, toy, vow, and view, are expressod as follows:

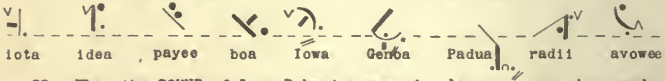


19. These signs are always written in the same direction, and may be joined to the stem if they form an acute angle.

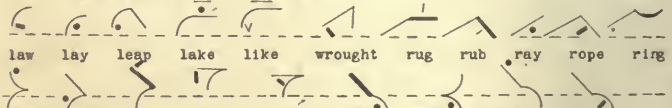


20. When two vowels occur between two consonants, write the first vowel after the first consonant and the second vowel before the second consonant.

21. When two vowels either precede or follow a consonant, that vowel which is to be read next the consonant is written nearer to it.

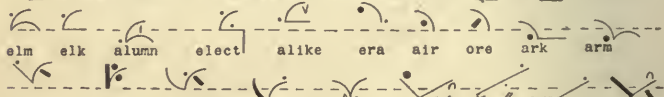


22. When the SOUND of L or R begins a word, lay or ray is used; when it ends a word l or r is used.



Exceptions: L or R is used before M or Emp, and Lay or Ray is used after M, Emp, or Ray.

23. When the SOUND of L or R follows an initial vowel sound, L or R is used; when it precedes a final vowel sound, Lay or Ray is used.



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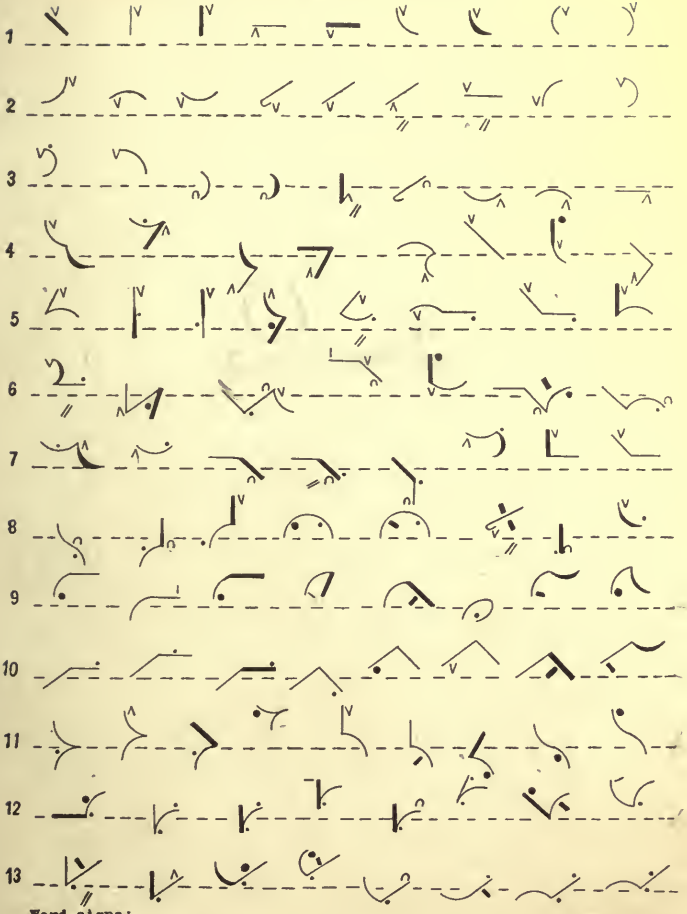


Word signs:

14 I-eye, you, hope-happy-party, object-be, to be, time, it, dollar, do,

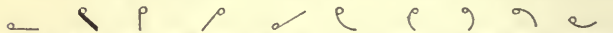
15 had, which, much, advantage, large.

OCT 5 1905

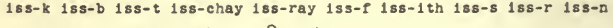
CIRCLE S or Z.

24. S and Z are aleo reprssented by a small INITIAL or FINAL circle, called Iss. It is written on the RIGHT-HAND side of downward straight strokes, and on the UPPER side of horizontal and upward straight etrokes. It is written on the INSIDE of curved strokee.

It ie read FIRST when it begins and LAST when it ends an outline.



iss-k iss-b iss-t iss-chay iss-ray iss-f iss-ith iss-s iss-r iss-n iss-m

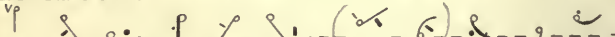


gay-iee b-iss d-ies j-ise hay-iss v-iss s-iss way-ise m-iss n-iss emp-iss

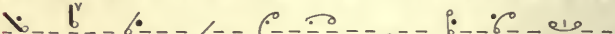
25. The circle is written on the OUTSIDE of the angls formed by straight strokes. Between other coneonante it is written in the more convenient way.

t-iss-k gay-ies-t chay-iss-k b-iss-f p-iss-r f-iss-n n-ies-m m-ies-lay

26. The circle form is used for all words that BEGIN with S, or that END with S or Z.



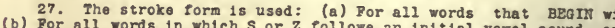
sight eoap saks said euch spoke sorrow slow save sash eing sark



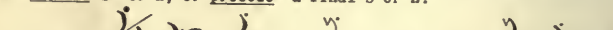
base diss chase choose lese miss news stays sales suns notice

desk cask reason Cincinnati bueiness Miseouri justics succeeds

27. The stroke form is used: (a) For all words that BEGIN with Z. (b) For all words in which S or Z followe an initial vowel sound, or prs-cedee a final vowel sound. (c) For all words in which two vowels follow an initial S or Z, or precede a final S or Z.

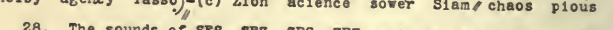


(a) Czar zero zsalous zinc (b) icy aseume acid Ieaac busy daisy



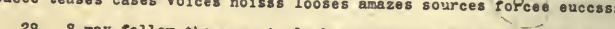
noisy agency Tasso (c) Zion acience sower Siam chaos pious bias

28. The sounds of SES, SEZ, ZES, ZEZ, are represented by a circle twice the size of the iss circle. It ie callsd eez and is used in the same way as the iss circle.



pacee teases cases voices noisss looses amazes sources forcee succsssivs

29. S may follow the eez circle by an additional small circle.

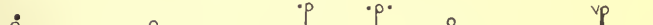


abecesses excesses successss recsesss poseeeses disposseeses

OCT 12

1

2

3 

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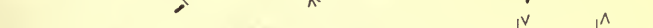
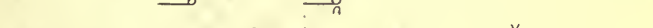
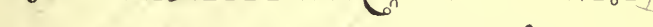
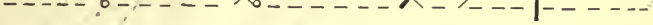
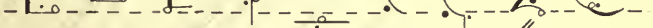
5 

6 

7 

8 

9 

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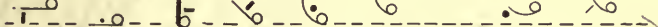
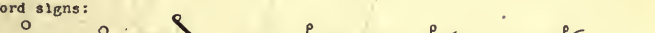
11 

12

Word signs:

13
Is-his, as-has, subject, satisfy-fied, satisfactory, satisfactorily,

14 several, 
advertise, advertises, because, this, thus - those,

15 impossible-ility, improves, influence, influences.

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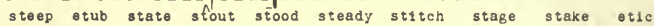
THE IST and STER LOOPS

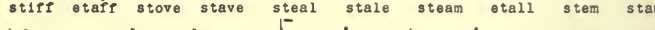
30. St is expressed by a small initial or final loop. It is made one half the length of the stem. It is written on the circle side and is governed by the same rules as apply to the iss circle.

steep etub state stout stood steady stitch stage stake etick

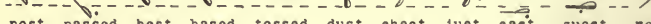


stiff etaff stove stave steal stale steam etall stem stamp

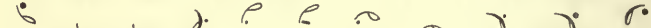
post passed best based tossed dust chest juet cast guest rest



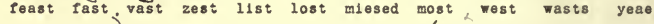
feast fast vast zest list lost miesed most west wasts yeaet



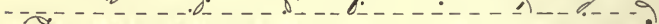
amaseed aeeiet aseessed arrest jest honeet stors etory etar



deetiny talleet ballaet utmoet tampeet reduced revised refused



rejoiced unjuet cooleet calmeet artistic testify juetify mystify



taste tasty haets hasty must musty rust ruety mist misty steamy

31. Str is reprssented by a large final loop two thirde the length of the stroke. It is treated in the same way ae the final ist loop.

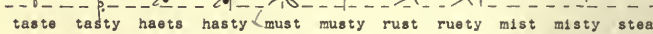
poster teeter duster jeeter coaeter caetor Rochester foeter vaster

lustre arrester disturb neetor Worceeter impoetor songster yesterday

32. S may follow the loops by making an additional small circle.

liste boaste toaets teets laets coste coaets ghoets wrists rusts

nests invests jests feasters maeters Lester'e musters teamsters



dusters disasters gamesters songeters boasters ministere

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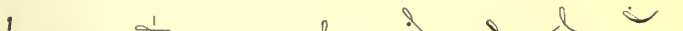
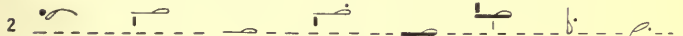
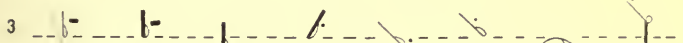
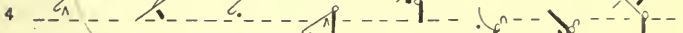
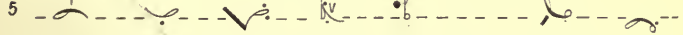
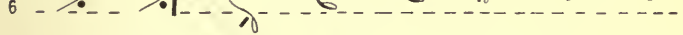
1 

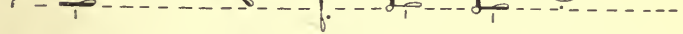
2 

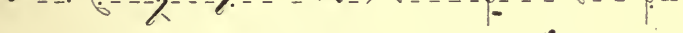
3 

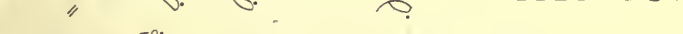
4 

5 

6 

7 

8 

9 

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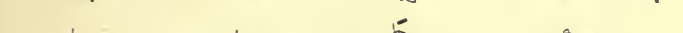
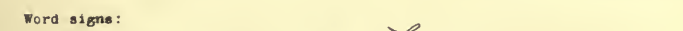
11 

12 

Word signs:

13 Advertised, first, at first, largest, influenced, next, stenography.

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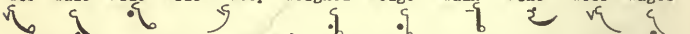
W and Y

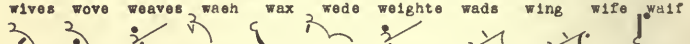
33. Small INITIAL semicircles, called weh and yeh, respectively, are also used to indicate W and Y. The semicircle for W may open either to the right or left; that for Y either upward or downward. That one should be used which makes the better angle with the stem.

The rules governing the use of the initial circle s apply to the semicircles.

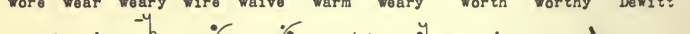
web wade wide widow weep weighed wedge walk woke woof wages



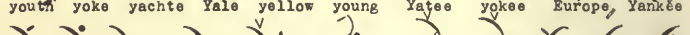
wives wove weaves waeh wax wede weighte wads wing wife waif



wore wear weary wire waive warm weary worth worthy DeWitt

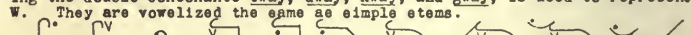


youth yoke yachte Yale yellow young Yatee yokee Europe, Yankee



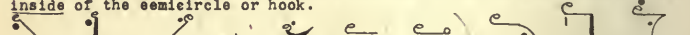
woe away awake awoke Wyoming Oewego wiee wiser Oyer yes yeas

34. A LARGE initial hook on the circle eide of T, D, K, and Gay, forming the double conconante tway, dway, kway, and gway, is ueed to represent W. They are vowelized the eame ae eimple etems.



twill twice dwell quite quit quip quire require inquire inquiry

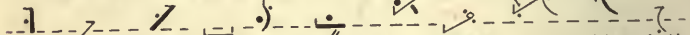
35. S may precede the semicircle and the w hook by making the circle inside of the eemicircle or hook.



sweep Swede ewitch ewung ewing squaw equeeze equare squad sequel

THE ASPIRATE H

36. H is also expressed by a ehort, light, initial tick, called heh. It is written in the direction of T or K and is always read first.



head hatch hedge hook hazy Hague hero harraee horrify hive hath

howl here why ham hemp hung hogshead unhook white whit whim

Note: WH at the beginning of worde ie eounded as HW, which eound is represented by the thickened eemicircle for W.

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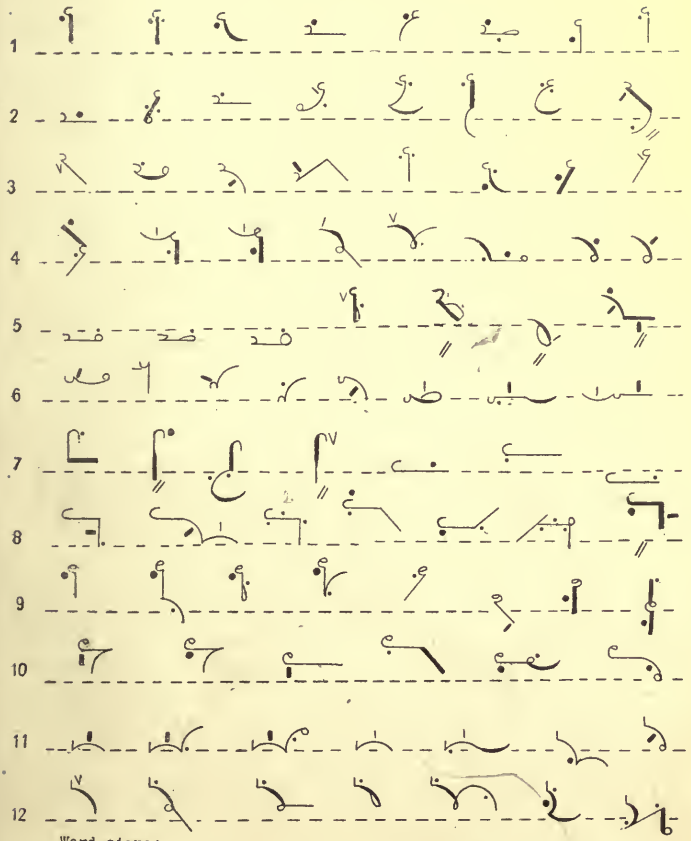

Word signs:

13 He-him,we-with,were,what,would,year, yet,beyond,you, that, when, aware.

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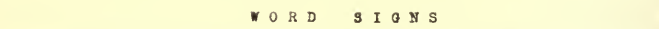
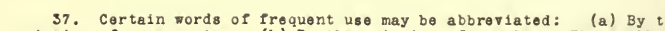
WORD SIGNS

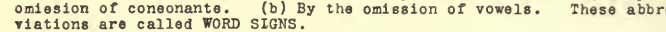
37. Certain words of frequent use may be abbreviated: (a) By the omiesion of conconante. (b) By the omission of vowels. These abbreviations are called WORD SIGNS.



Common, come-company, give-n, together, ago, are, for, half, ever, have,



however, think, thank-thousand, them, though, us, was, shall, issue,



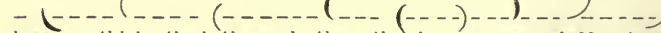
usual-ly, will, am, important-ance, improve-d-ment, any, own, thing,

language, away, your.

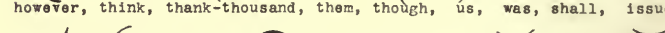
PHRASEOGRAPHY

38. Writing two or more words together is called phraseography, which method of writing is usually confined to word eigns.

The first word is written in its proper position, the second beginning where the first ende, and so on.



You will, you will do, you will be, you may, you must, do you, have you,



we do, we think, we shall, we shall have, we take, it must, it must be.

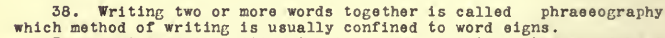
Exceptione: In a few phrases the firet word must accommodate itself to the position of the second, otherwise the phrase would be illegible.

In theee, in this, in thoee, in each, in which, in much, I hope.

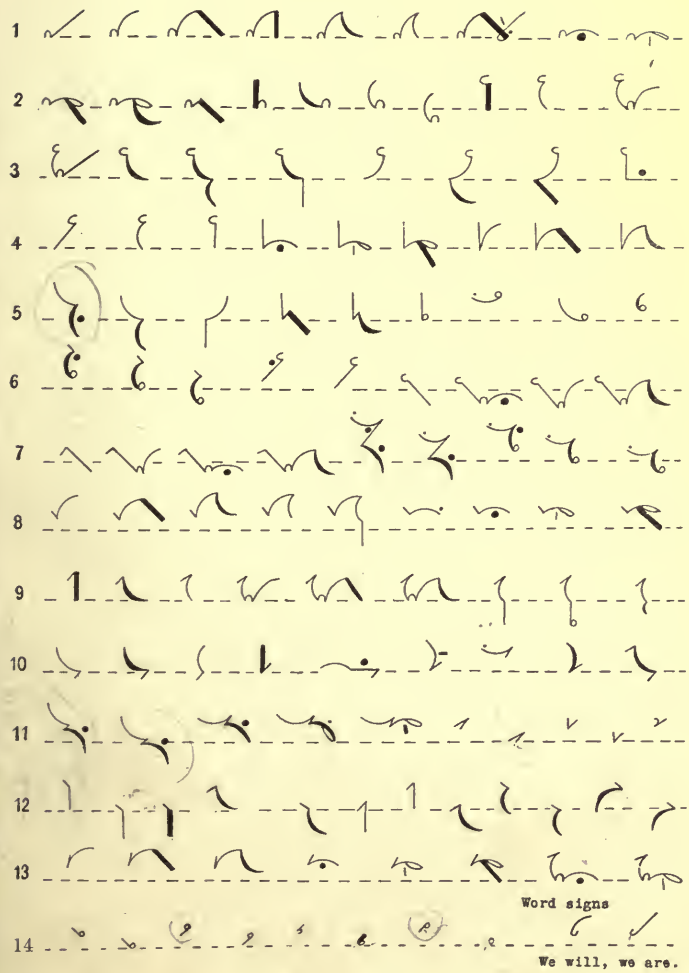
39. I, at the beginning of a phrase, may be abbreviated by writing the first half downward, or the second half upward, using that half which forms the better angle with the stroke.

I will, I will do, I will be, I am, I do, I have, I shall, I think.

40. The, may be repreeented in the middle or at the end of a phrase, by a tick written in the direction of Chay or Ray.



For the, take the, by the, in the, by the way, in the way, in the West.



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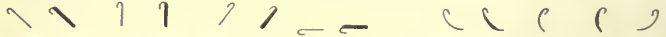
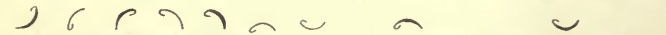
THE R HOOK

41. An additional sign for R is supplied by a small INITIAL hook opposite the circle side of straight strokes, and on the inside of curved strokes.

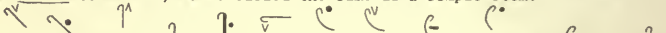


per ber ter dsr cher jer ker ger fer ver ther ther sher

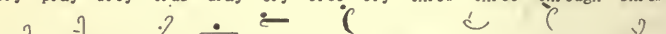


zher lsr ysr rsr wsr mer ner empsr or ember inger or inker

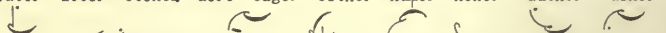
42. The r hook is pronounced with the consonant, as per, bsr, etc., and not as P-R, B-R, etc. The combined stem and hook, which is called a double consonant, is vowelized the same as a simple stem.



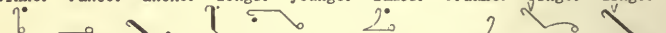
pry pray Troy trus dray cry free fry throw three through shrew



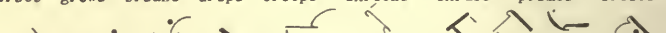
outer utter etcher acre eager either humor honor author usher



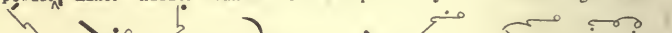
tinker rancor anchor longsr younger lumbsr franker finger linger



trses grows brsaks drips creeps shrieks shrubs primes bribes

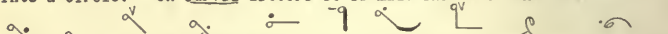


powdsr maker nailer banner collar proffer jobber robber vigor labor

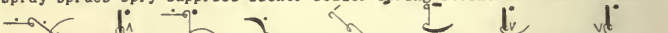


paupsrs bakers teachsrs wagers batteries wreckers mocksrs Christmas

43. S must precede the r hook on straight letters by making the hook into a circle. On curved letters it is made inside of the hook.

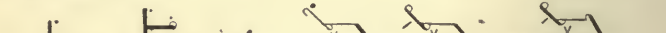


spray sprucs spry supprsss seeker solder spring strike suffsr simmer



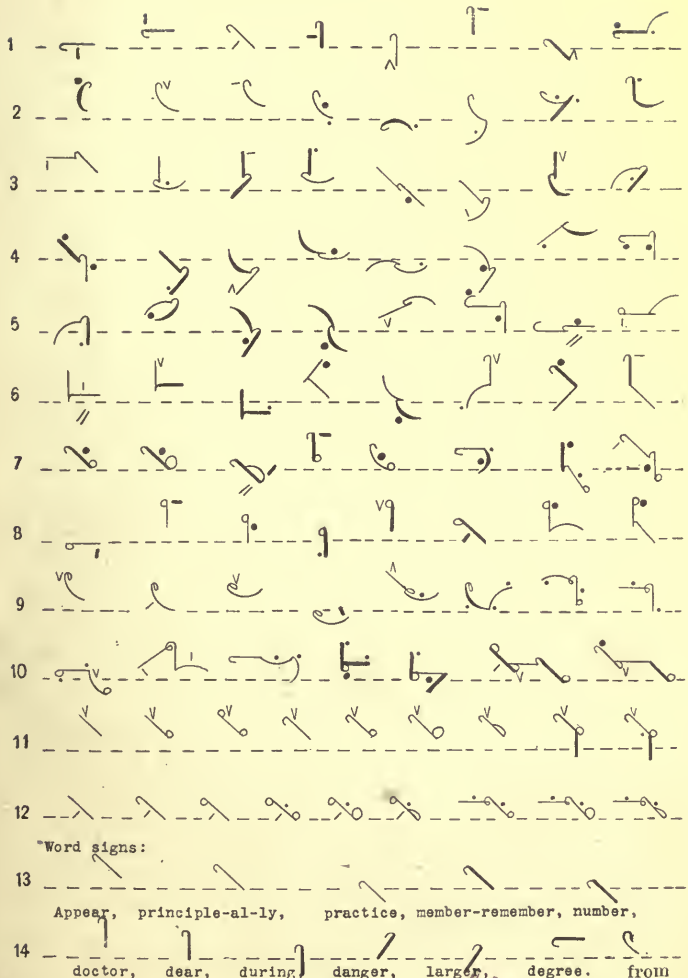
sxpressly dsstroy extrsms westerly prosper stronger designer dsciphsrs

44. Skr or sgr following d, p, or b; and spr or sbr, following j, are formed as follows:



disgrace disagress jasper prescribe subscribs subscriber

DEC 14 1905



Word signs:

Appear, principle-al-ly, practice, member-remember, number,

doctor, dear, during, danger, larger, degree. from

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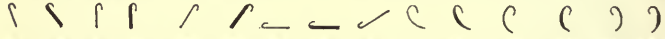
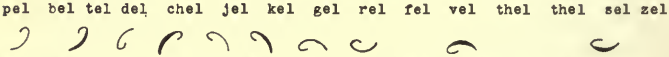
45. L may also be represented by a SMALL initial hook, on the circle side of straight strokes, and by a LARGE initial hook on the inside of curved strokes.

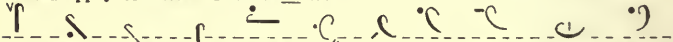


pel bel tel del chel jel kel gel rel fel vel thel thel sel zel

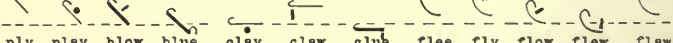


ehel zhel lel yel rel wel mel nel empel or embel ingel or inkel

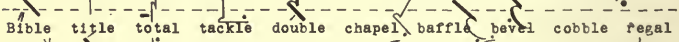
46. The rules that govern the use of the stems with the r hook attached apply to those with the l hook.



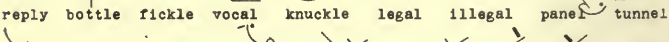
idle able apple addle eagle Ethel oval evil awful uncle easel



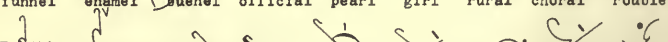
ply play blow blue clay claw glue flee fly flow flew flaw



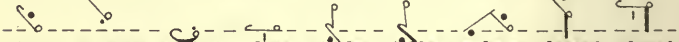
Bible title total tackle double chapel baffle bevel cobble regal



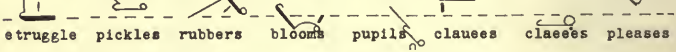
reply bottle fickle vocal knuckle legal illegal panel tunnel



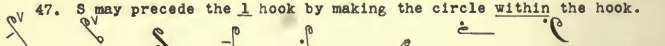
funnel enamel duehel official pearl girl rural choral rouble



trouble trifle prattle blacker plumper plural clamor floral nailer

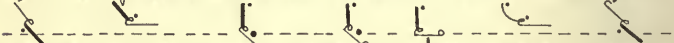


place applause anglee cloee stable stable replace pleaeed closed

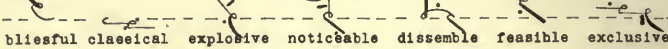


etruggle pickles rubbers blooms pupils clauees claeees pleases

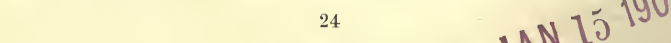
47. S may precede the l hook by making the circle within the hook.



supply eplice eable subtle eettle eatchel eickle civil sooner



poseible bicycle display displace discloee physical plausible

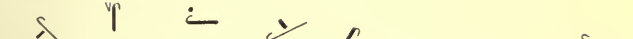


bliesful claesical explosive noticeable dissemble feasible exclusive

JAN 15 1906

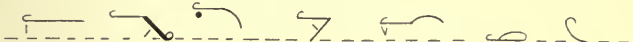
1

2



3

4



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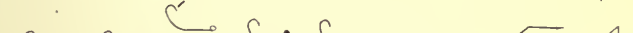

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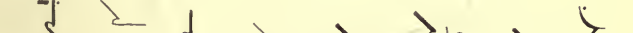


7

8

9

10

11

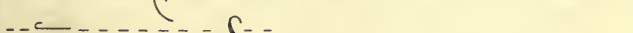
12

Word signs:

13

People-d, apply, belong-ed, at all until, deliver-y, equal-ly,

14



difficult-y, follow, value.

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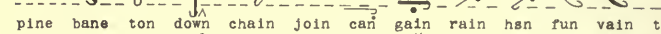
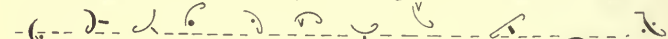
THE N HOOK

48. A small FINAL hook opposits ths circls sids of straight, and on ths inside of curvsd strokes, represents N.

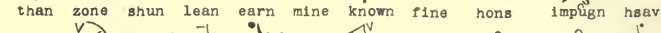
pine bane ton down chain join can gain rain hsn fun vain thin



than zone shun lean earn mine known fine hons impugn hsaven

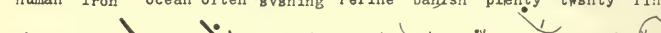


human iron ocean often svsning refine banish plenty twsnty finish

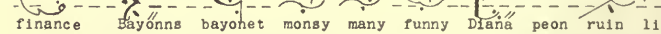


finance Bayonns bayonet monsy many funny Diana peon ruin lion

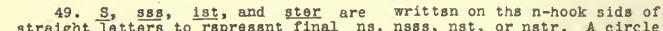
49. S, sss, ist, and ster are writtsn on ths n-hook sids of straight letters to rspressnt final ns, nsss, nst, or nstr. A circle may be added to ths loops for a final S.



pains towns dinss trains strains brains qusens hencs turns stones

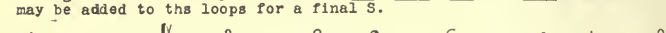


dances princss trances chances Kansas glances expsnsss essences



pounced against prancsd pronoun pronounced punstsr punsters

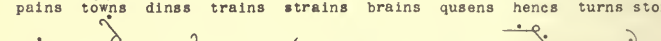
50. On curved lstters, the circle is writtsn in the hook for final S.



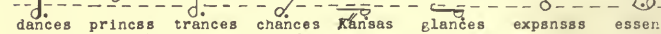
vinss losns moans frowns shrines remonstrancs svincss announces

THE F or V HOOK

51. A small FINAL hook on the circle side of straight stsms adds F or V.

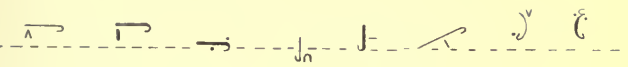


tough dove chisf gavs roof heave grovs strife refer refsrsnce



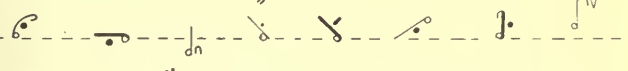
defenss drivsn discovery behave achieve cover reserve govern Tiffany

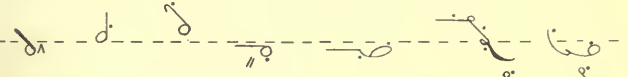
psvss coughs drives derivss gloves obssrves refuse trophy surveys

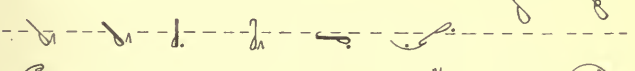
1 

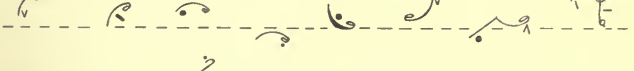
2

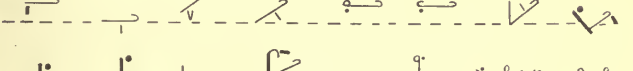
3

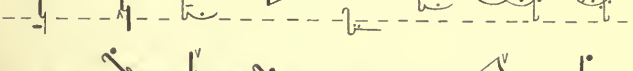
4 

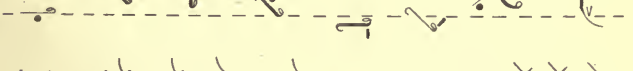
5 

6 

7 

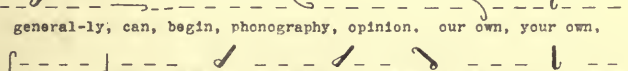
8 

9 

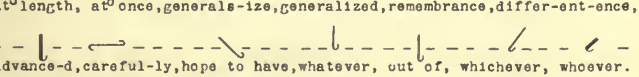
10 

11

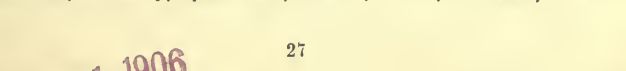
Word signs:

12 

general-ly, can, begin, phonography, opinion. our own, your own,

13 

at length, at once, generals-ize, generalized, remembrance, differ-ent-ence,

14 

advance-d, careful-ly, hope to have, whatever, out of, whichever, whoever.

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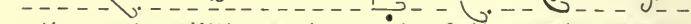
THE SHUN HOOK

52. Ths syllabls shun is rsprssanted by a LARGE final hook on either side of straight lettsrs and on ths insids of curvsd letters.

option passion addition auction occasion fashion svasion sssion



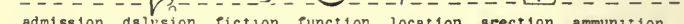
illusion oration ration smotion notion unction education adoption

admission dslusion fiction function location srection ammunition

notation sducational sectional pstitionsr auctioneer dictionary

national visionary attsntion application ambition operation intimation

53. S, following ths shun hook, is mads insids of the hook.

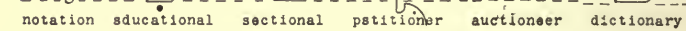


potions editions actions visions allusions litigations sanctions

motions ovations lotions nations notations ascsnsions junctions

THE S-SHUN HOOK

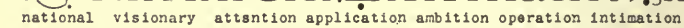
54. Shun is also sxpresssd by a SMALL hook following the s or ns circle. A first-placs vowsl occurring bstwesn the s and shun is writtsn at ths bsginning of ths hook, and a sscond-placs vowsl is written at the snd of the hook. Ths hook-yowsl doss not govern the word-position.



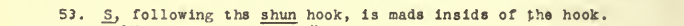
opposition oppositional possssion accsssion prscision procssion

dscision physician cssation musician supposition procssional

55. S may follow ths s-shun hook by writing the circle inside of the hook.



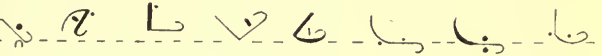
positions dispsnsations expositions acquisitions transitions

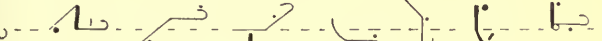


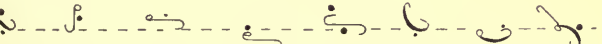
depositions impositions civilizations propositions ssnsations

1

2

3 

4 

5 

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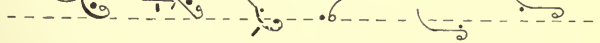
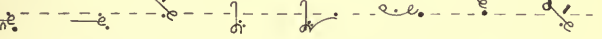
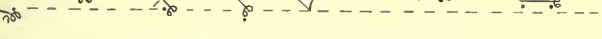
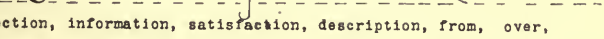
7 

8 

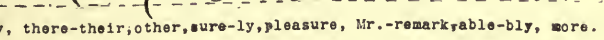
9 

10

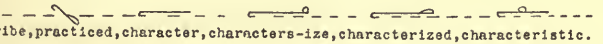
Word signs:

11 

Objection, information, satisfaction, description, from, over,

12 

very, there-their, other, sure-ly, pleasure, Mr.-remark, able-bly, more.

13 

describe, practiced, character, characters-ize, characterized, characteristic.

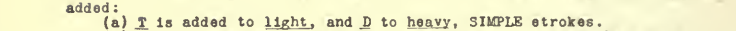
ADDED T OR D.

56. By writing a stroke consonant HALF its usual length, T or D is added:

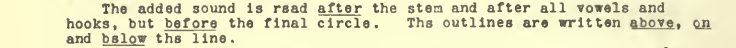
(a) T is added to light, and D to heavy, SIMPLE strokes.

(b) T or D is added to COMPOUND characters, or to a simple stroke written with another stroke.

The added sound is read after the stem and after all vowels and hooks, but before the final circle. The outlines are written above, on and below the line.

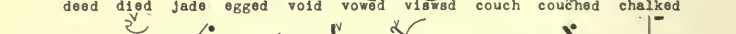


tight fight late art might neat sent capped spite pits feate



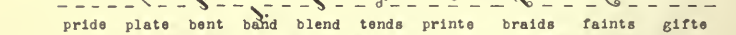
deed died jade egged void vowed viewed couch couched chalked

wend wind achieved tent dined brightly heartily betrayed talkative



pride plate bent band blend tends prints braids faints gifts

57. D is added to the simple strokes m and n by making them heavy. The simple strokes ray, emp and ing, are not halved when standing alone. Compound characters are steme with hooks or the semicircls.



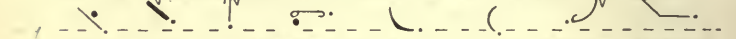
made mad aimed seemed end send signed sound need ends

58. The final syllable ted or ded is expressed by a half-length T or D; disjoined if necessary.

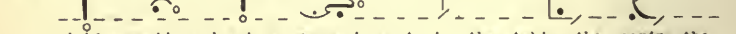
coated evaded noted ended intended counted fainted dated offended

SUFFIXES

59. Ing is represented by a light dot, ings by a small circle, and ing the by the chetoid tick written at the end of a word.

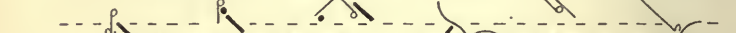


paying buying trying screening having thinking shining speaking

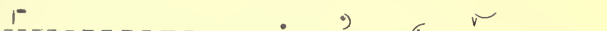


doings meetings drawings engravings trying the taking the saving the

60. Ility, ality, and arity are expressed by disjoining the consonant that comes immediately before the ility, etc., and writing it close to the preceding part of the word.



suitability stability responsibility formality prosperity popularity

1 

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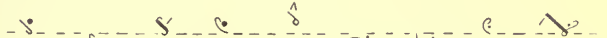
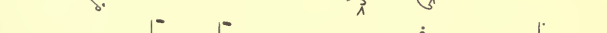
5 

6 

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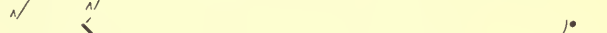
8 

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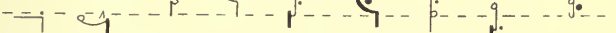
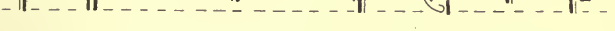
11 

Word signs:

12

Particular-ly, opportunity, part, remembered, at hand, did not, do not,

13 

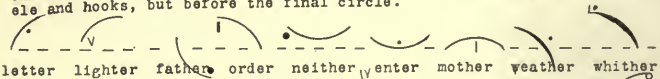
had not, gentlemen, gentleman, quite, could, good, that, without,

14

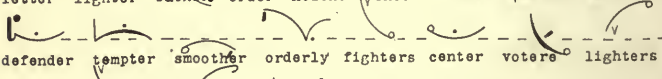
immediate-ly, under, hand - owned, somewhat.

ADDED THER, TER, OR DER.

61. The syllable ther, ter, or der, is added by writing any curved stroke DOUBLE length. Downward stems are written on, through, and three quartere below the line. Upward stems are written above, on, and through the line. The added syllable is read after the stem and after all vowele and hooks, but before the final circle.



letter lighter father order neither enter mother weather whither

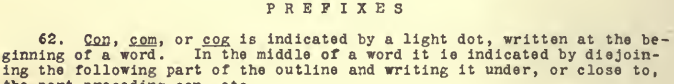


defender tempter smoother orderly fighters center voters lighters

motore findere elender fomenter metere diametere another

PREFIXES

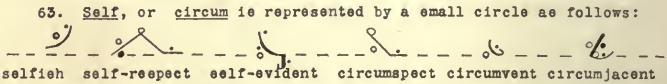
62. Con, com, or cog is indicated by a light dot, written at the beginning of a word. In the middle of a word it is indicated by disjoining the following part of the outline and writing it under, or close to, the part preceding con, etc.



contain consider confess compound combine community communication

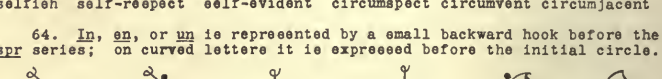
unconfined accomplish recognition reconsider recommend incomplete

63. Self, or circum is represented by a small circle as follows:



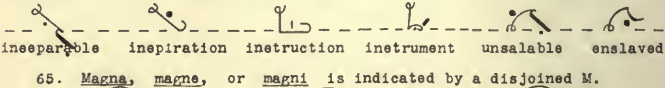
selfish self-respect self-evident circumspect circumvent circumjacent

64. In, en, or un is represented by a small backward hook before the spr series; on curved letters it is expressed before the initial circle.



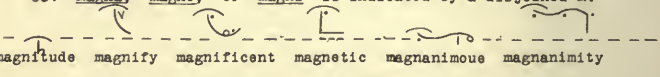
inseparable inspiration instruction instrument unsalable enslaved

65. Magna, magne, or magni is indicated by a disjoined M.



magnitude magnify magnificent magnetic magnanimous magnanimity

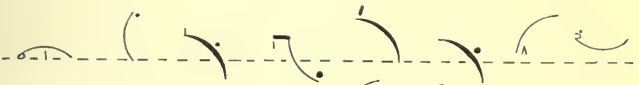
66. Contr or counter is expressed as follows:



Controversy contradict contradiction counteract countersign

READING AND WRITING EXERCISE

1



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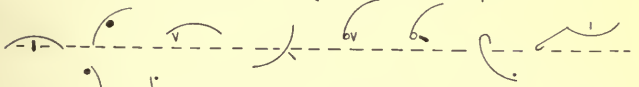

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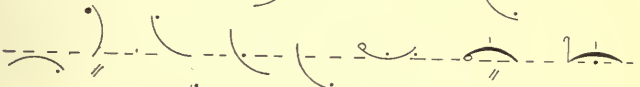

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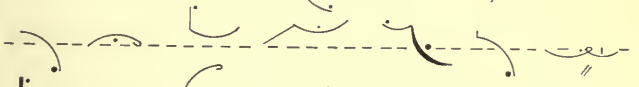

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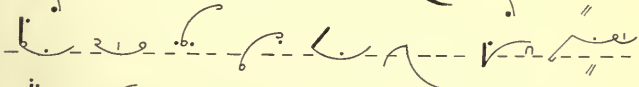

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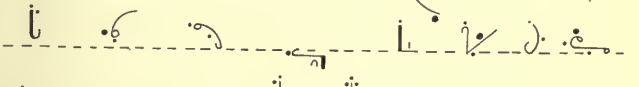

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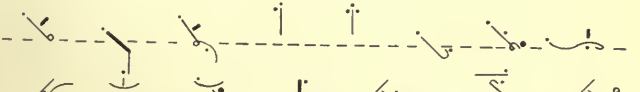

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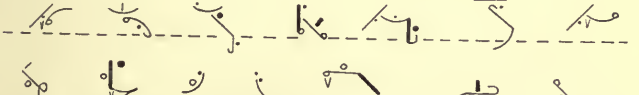

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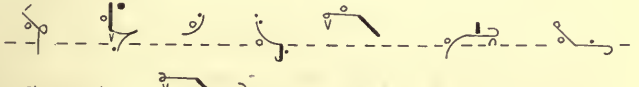

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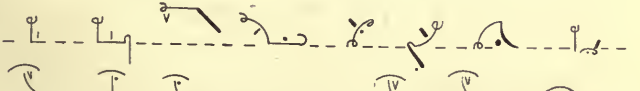

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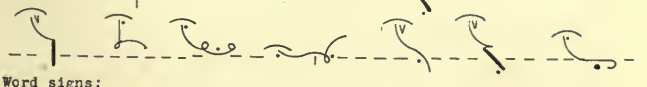
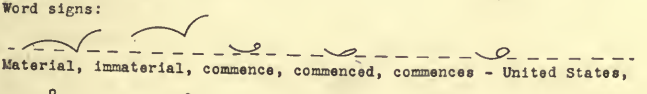


Word signs:

12



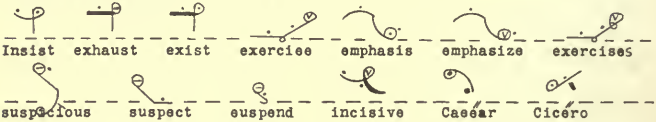
Material, immaterial, commence, commenced, commences - United States,

13

circumstance, circumstances, inexperience, inexperienced, entire.

SPECIAL VOCALIZATION

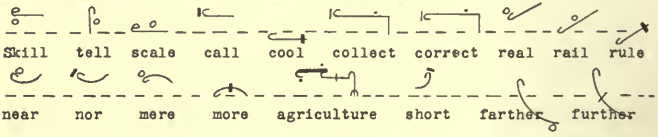
67. The vowel sound used in connection with the ses circle is the short second place dot. Other vowel sounds may be indicated by writing the sign within the circle.



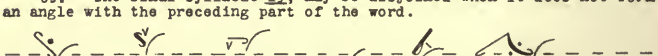
68. Occasionally vowels may be expressed between the stem and the l or r hooks, as follows:

(a) Make a small circle before the stroke for the long dot vowels, and after the stroke for the short dot vowels.

(b) First-place dash vowels and diphthongs are written before or over the hook; second- and third-place dash vowels or diphthongs are written through the stem in their respective places.

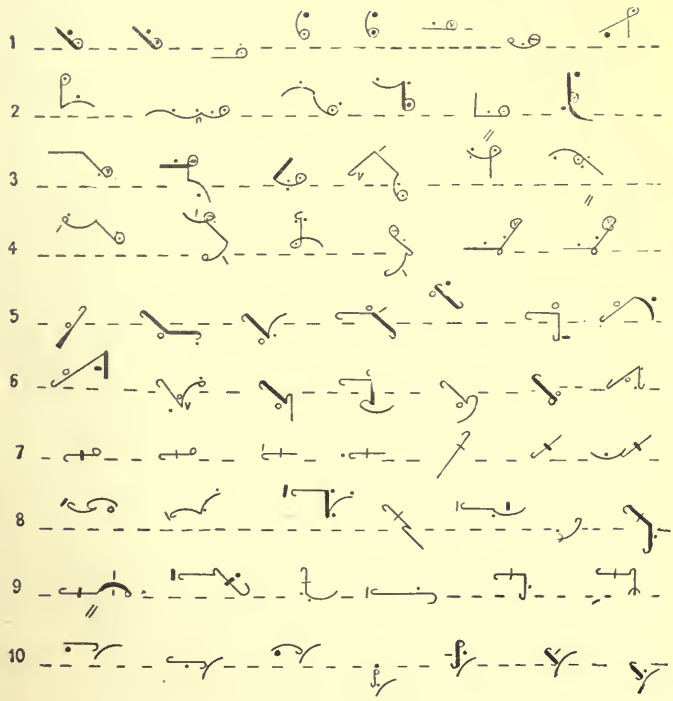


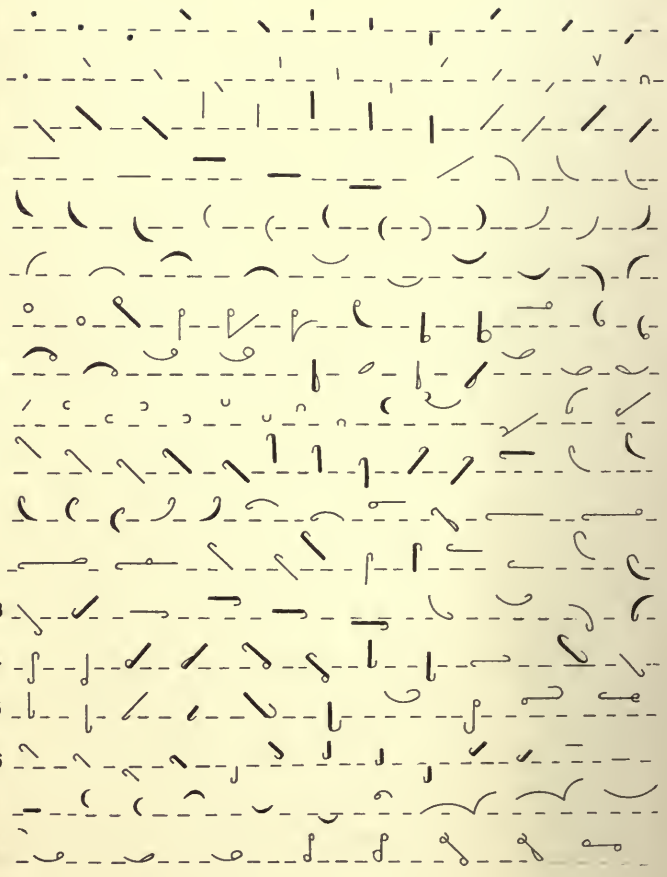
69. The final syllable ly, may be disjoined when it does not form an angle with the preceding part of the word.



70. The circle iss may be added to words or word signs to form the plural number or possessive case. Lay, may also be added to words, or word signs for the final syllable ly.

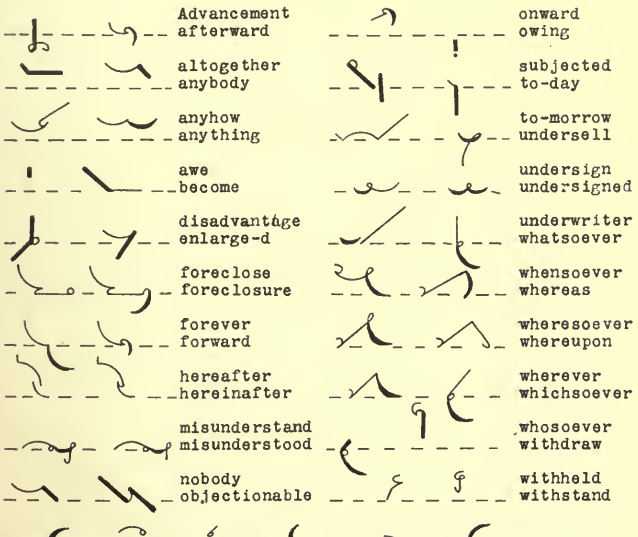
71. Word signs, joined or disjoined, may be used as parts of words.





WORD-SIGN WORDS

Portions of the following words are composed of one or more word signs.



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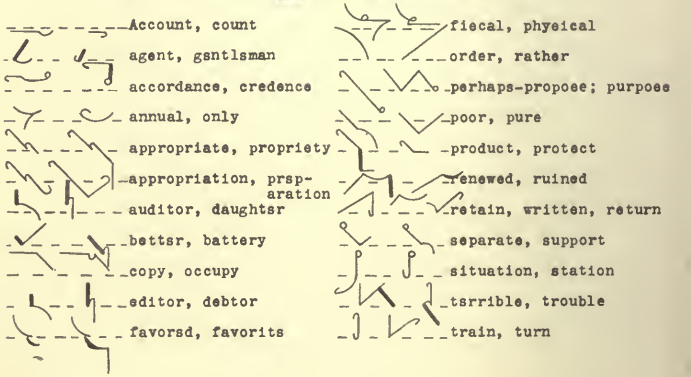
OUTLINES

In order to write with ths rapidity of speech, words can be reprssented only by their consonant outlinss, although occasionally it may bs necessary to inssrt vowels. As a majority of the consonant letters ars formed in two or mors ways, many words may be written with several diffsrsnt outlines.

The principal guids to ths selection of outlines is that of convenience and ease in writing. How to maks thie sslsction, asids from ths word signs and ths words in ths following lists, must be left to the stenographer. To qualify him for this selection it is absolutely necessary that he should possess a thorough knowledge of the principles as given in ths prsvious lessons. If hs does not poeeeee this knowledge he should review the work befors proceeding further.

Each principls must be thoroughly lsarned and applied before facility will bs acquired for writing from miscellaneous mattsr.

WORDS DISTINGUISHED BY DIFFERENCE IN OUTLINE

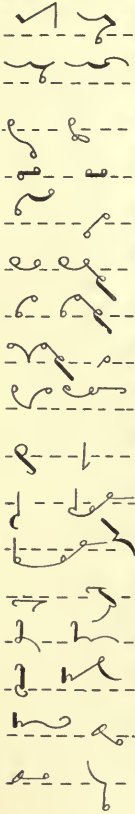


CONTRACTED WORDS

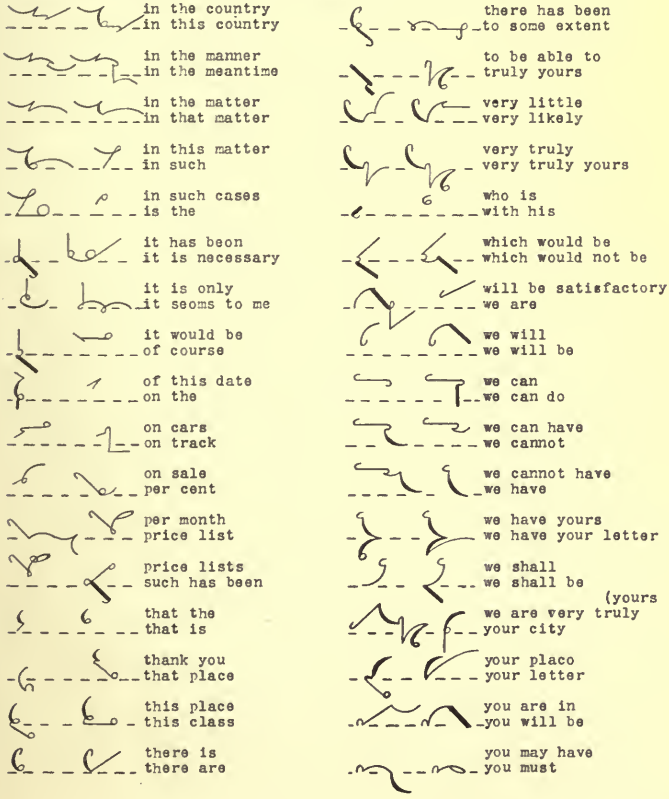
The outlines of the following words, because of their awkward forms when written in full, are contracted by writing only their prominent consonants. These are called "Contractions." The outlines are generally suggestive of the words they represent, but they should be thoroughly memorized so that they may be written without hesitation.

SIMPLE PHRASES

Ths following phrasss should be writtsn again and again until ease and rapidity have been secured.

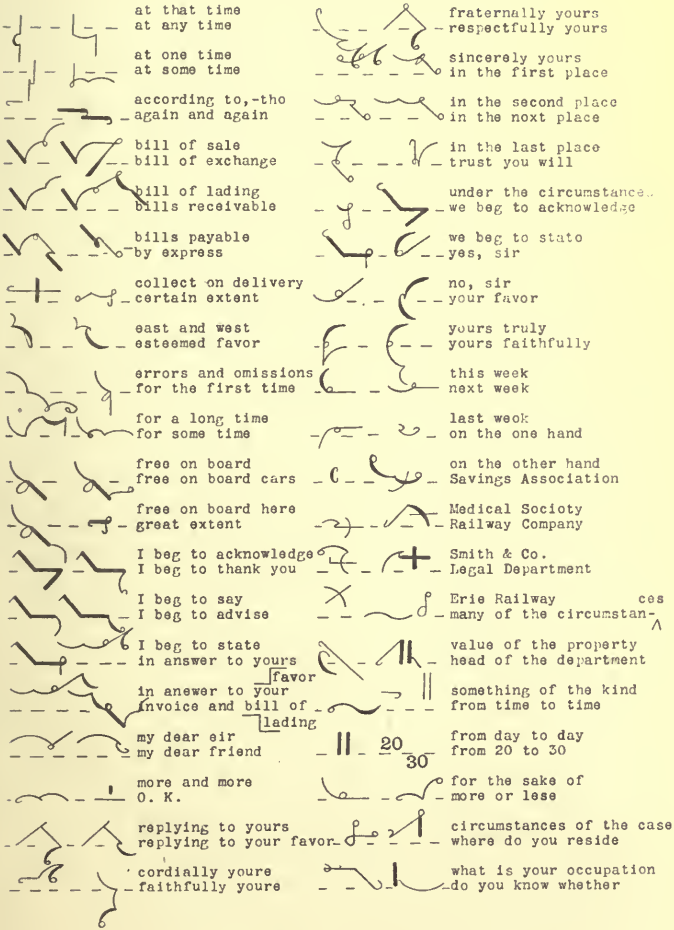


Each time these phrases are written, they should be compared with the outlines given until they can be written without error.



CONTRACTED PHRASES

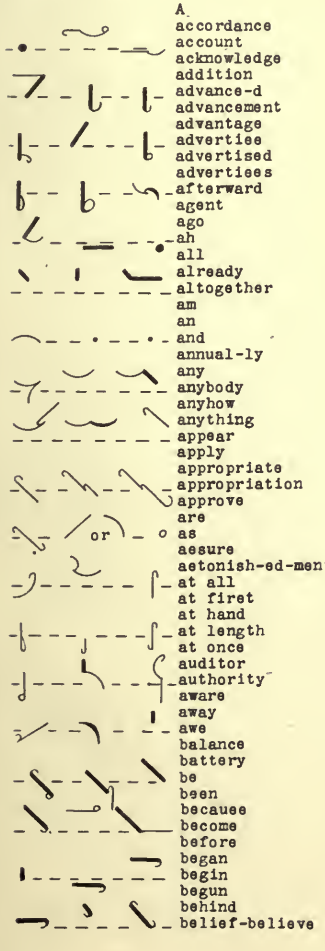
Additional methods of phraeing will be found in the following list. The principles employed can be applied to other phraese,but the list embracee all that will be of special value.

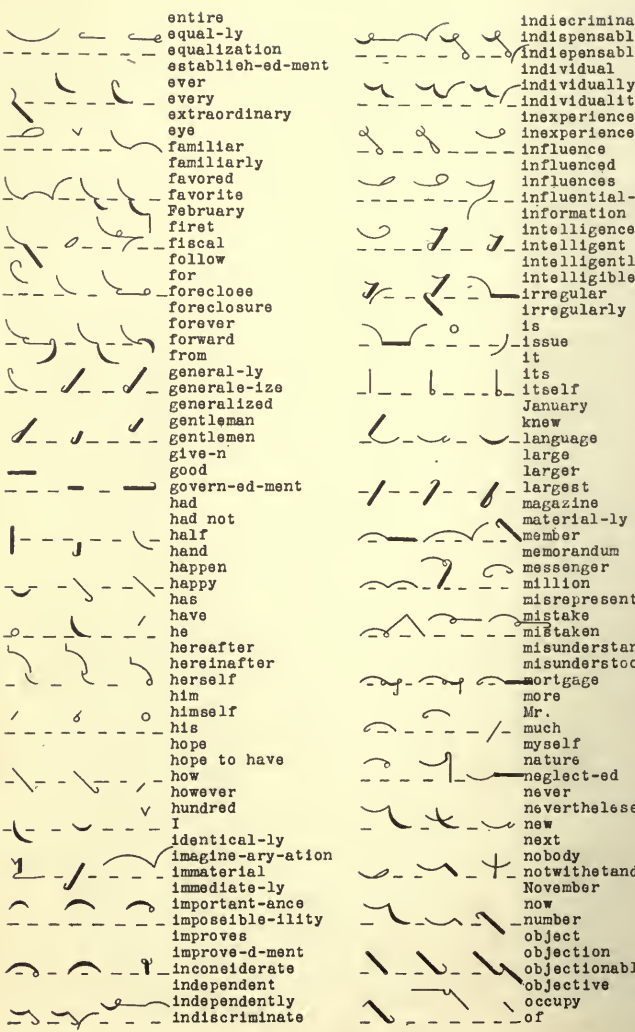

at that time
at any time
at one time
at some time
according to,-tho
again and again
bill of sale
bill of exchange
bill of lading
bills receivable
bills payable
by express
collect on delivery
certain extent
east and west
esteemed favor
errors and omissions
for the first time
for a long time
for some time
free on board
free on board cars
free on board here
great extent
I beg to acknowledge
I beg to thank you
I beg to say
I beg to advise
I beg to state
in answer to yours
favor
in anewer to your
invoice and bill of
lading
my dear eir
my dear friend
more and more
O. K.
replying to yours
replying to your favor
cordially youre
faithfully youre
fraternally yours
respectfully yours
sincerely yours
in the first place
in the second place
in the noxt place
in the last place
trust you will
under the circumstance..
we beg to acknowledge
we beg to stato
yes, sir
no, sir
your favor
yours truly
yours faithfully
this week
next week
last weok
on the one hand
on the other hand
Savings Association
Medical Socioty
Railway Company
Smith & Co.
Legal Department
Erie Railway
ces
many of the circumstan-
value of the property
head of the department
something of the kind
from time to time
from day to day
20
30
from 20 to 30
for the sake of
more or lese
circumstances of the case
where do you reside
what is your occupation
do you know whether

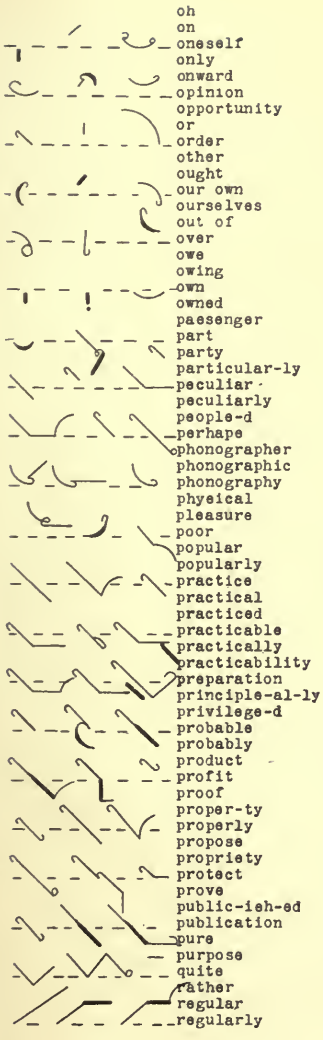
-S-
-SES-
-ST-
-STR
W-Y-
H-
-R
-L
-N
-FV
-TION
-TD
-THER
-TER
-DER

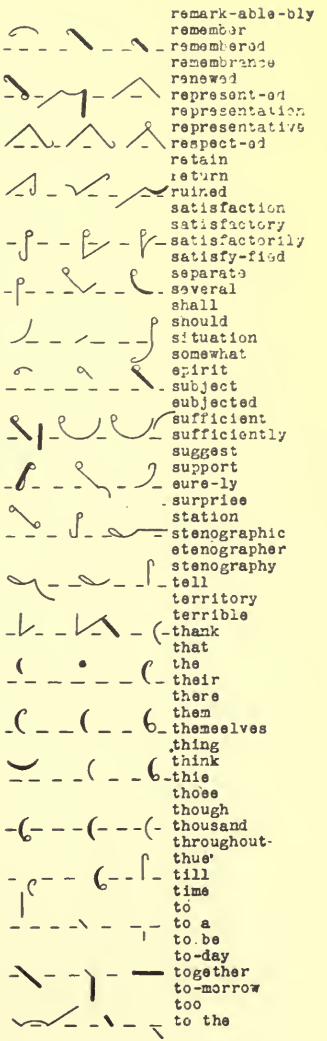
ALPHABETICAL LIST

of word signs and the words included in the especial lists preceding.




entire
equal-ly
equalization
establish-ed-ment
ever
every
extraordinary
eye
familiar
familiarly
favored
favorite
February
first
fiscal
follow
for
foreclose
foreclosure
forever
forward
from
general-ly
generale-ize
generalized
gentleman
gentlemen
give-n
good
govern-ed-ment
had
had not
half
hand
happen
happy
has
have
he
hereafter
hereinafter
herself
him
himself
his
hope
hope to have
how
however
hundred
I
identical-ly
imagine-ary-ation
immaterial
immediate-ly
important-ance
imposeible-ility
improves
improve-d-ment
inconsiderate
independent
independently
indiscriminate
indiscriminately
indispensable
indispensably
individual
individually
individuality
inexperience
inexperienced
influence
influenced
influences
influential-ly
information
intelligence
intelligent
intelligently
intelligible
irregular
irregularly
is
issue
it
its
itself
January
knew
language
large
larger
largest
magazine
material-ly
member
memorandum
messenger
million
misrepresent-ed
mistake
mistaken
misunderstand
misunderstood
mortgage
more
Mr.
much
myself
nature
neglect-ed
never
nevertheless
new
next
nobody
notwithstanding
November
now
number
object
objection
objectionable
objective
occupy
of


oh
on
oneself
only
onward
opinion
opportunity
or
order
other
ought
our own
ourselves
out of
over
owe
owing
own
owned
paesenger
part
party
particular-ly
peculiar
peculiarly
people-d
perhaps
phonographer
phonographic
phonography
phyeical
pleasure
poor
popular
popularly
practice
practical
practiced
practicable
practically
practicability
preparation
principle-al-ly
privilege-d
probable
probably
product
profit
proof
proper-ty
properly
propose
propriety
protect
prove
public-ieh-ed
publication
pure
purpose
quite
rather
regular
regularly


remark-able-bly
remember
remembered
remembrance
renewed
represent-ed
representation
representative
respect-ed
retain
return
ruined
satisfaction
satisfactory
satisfactorily
satisfy-fied
separate
several
shall
should
situation
somewhat
spirit
subject
subjected
sufficient
sufficiently
suggest
support
sure-ly
surprise
station
stenographic
stenographer
stenography
tell
territory
terrible
thank
that
the
their
there
them
themselves
thing
think
thie
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though
thousand
throughout
thue
till
time
to
to a
to be
to-day
together
to-morrow
too
to the

toward
trouble
train
turn
two
under
undersell
undersign
undersigned
underwriter
unless
United States
until
us
usual-ly
value
very
was
we
we are
were
whereupon
wherever
we will
what
whatever
whatsoever
when
which
whichever
whichsoever
who
whoever
whosoever
whom
will
wish
with
withdraw
withheld
within
without
withstand
woman
women
would
written
year
yet
you
your
your own
yourself
yourselves

WRITING EXERCISES

The rules under each lesson should be memorized and the engraved characters read many times.

The heavy strokes are shaded only enough to distinguish them from the light strokes. They can be made sufficiently distinct at a single stroke by a slight pressure on the pen or pencil, thus avoiding the necessity of retracing the line.

CONSONANTS

Write a line of each consonant in your note-book, first writing the name of the consonant in longhand. When each consonant has been written once show your note-book to the instructor, who will examine and date it. Then fill out the line and have it examined and dated again.

P, B, T, D, Chay, J, K, Gay, Ray, Hay, F, V, Ith, The, L, S, Z, Ish, Zhee, Lay, Yay, R, Way, M, Emp-Emb, N, Ing-Ink, T, V, M, Ray, Yay, Ish, P, J, R, Emp, B, K, The, N, Zhee, Lay, Z, Ith, D, Way, S, Gay, Ing, Chay, V, Ink, Emb, Hay, Z, B, Ing, The, Hay, R, Ith, D, Way, N, Emp, T, Ish, M, S, J, V, Emb, Ray, F, P, K, Chay, Zhee, Gay, Lay, Yay, Ink.

SEP 11 1905

First outline written..... *Outlines completed*.....

CONSONANTS COMBINED

When consonants are joined, the first up or down stroke should rest upon the line. Combinations of horizontal consonants should rest upon the line. When two descending strokes are joined, the first rests upon the line

and the second descends below it. Each outline must be carefully and accurately formed. All strokes must be of the same length.

R-R, Lay-Lay, N-D, K-B, N-B, K-J, N-Chay, P-Gay, Gay-P, Gay-T M-M, K-M, N-K, P-K, M-K, M-J, N-M, N-N, Lay-N, L-Ink, Emp-Ray, R-Emb, M-Ing, Lay-R, V-M, F-N, N-V, Chay-N, Gay-M, K-T, Chay-Gay, Gay-Chay, Ish-K, K-Ish, K-P, Hay-N, B-Ing, R-M, V-K-T, M-Gay-J, M-N-D, P-Ray-T, N-M-Lay, T-M-Ith, N-T-Ray, B-K-M, Ray-D-M, Ish-P-Lay, Emb-Lay-Ish, M-Ray-D, P-B-Lay-K, Lay-T-M-Lay, V-K-T-Ray.

SEP 13 1905

First outline written..... *Outlines completed*.....

LONG VOWELS

Write all the consonants of a word before inserting the vowel or vowels. Each syllable of a word has but *one* vowel sound. In stenography, only the *sounds* of a word are expressed. When L is the only consonant stroke in the word, use *Lay*.

After the words have been written once, and the instructor has made the necessary corrections, carefully note them, and then fill out the line, following the same course as with the consonants.

WORDS: Ate, aid, aim, ace, bee, fee, thee, they, day, Coe, beau, eel, eke, ache, oak, eight, key, foe, Fay, gnaw, go, hoe, no, toe, jay, Joe, shoe, know, gay, Lou, law, ode, Lee, low, may, doe, way, neigh, awed, owed, ooze, oat, ease, paw, Poe, weigh, mow, saw, Shaw, show, woe, pay, so, say, nay, hay, woo, thaw, Abe, ale.

WORD SIGNS: The, a, ah, all, too-two, already, before, owe-oh, ought, who, whom.

First outline written SEP 16 1905 *Outlines completed* SEP 1[illegible] 19[illegible]

After the sentences have been written once and corrected by the instructor, each one should be written at least ten times. Two light ticks in the direction of *Chay* should be placed under a proper noun.

SENTENCES: 1. They may all go. 2. They already know the way. 3. They may see the Jew. 4. Each saw the show. 5. Who saw the bee? 6. All who ate may go. 7. Poe may weigh the hay. 8. Who saw the ode? 9. All who owe may pay. 10. Lee may aid Abe. 11. See the foe. 12. The toe may ache. 13. Fay may pay the fee. 14. Who saw me? 15. They who go may see all. 16. The beau may already be gay. 17. Ah, they may know all. 18. Who may own the hay? 19. They all say Coe may already know the law. 20. Before they go they may see the ape eat all the dough.

SEP 18 1905

Sentences written once..... *Sentences completed*.....

SEP 18 1905

A new lesson must not be taken up until the principles and practice-matter of the previous one have been *thoroughly* mastered. Especial attention should be given to the word signs, which are of the utmost importance.

SHORT VOWELS

Remember that each sign represents invariably the same sound, and that it is always written in the same direction, except the letter *l;* also that the first *ascending* or *descending* stroke in the outline is written in the position of the vowel in the *accented* syllable.

Doubt may sometimes arise regarding the use of the short second-place vowels; also regarding the use of the first and second-place heavy dash-signs. The distinct sounds in words of this class may be ascertained by reference to a standard dictionary. In writing shorthand, however, the exact distinction is hardly necessary.

Double consonants, as in Anna, dummy, muddy, etc., are expressed with but one stroke.

WORDS: Atom, adage, Anna, bush, botch, batch, ship, path, cop, choppy, check, dip, Dutch, dummy, ago, pad, Emma, fang, nook, gang, Gibb, gush, haughty, Havana, echo, jug, kink, knock, love, map, muddy, muff, many, manage, fathom, notary, income, engage, baggage, enigma, emanate, dignity, unpack, unmake, famish, avenge, becalm, entomb, fatigue, jockey, Panama, become, name, cheap, cash, money, baggage, pack, boat, dock, book, back, big, pick, thick, deck, beg, catch, tag, Canada.

WORD SIGNS: An-and, of, to, to the, or, but, to a, on, should, how.

First outline written SEP 27 1905 *Outlines completed* OCT 12 1905

SENTENCES: 1. To whom should they go? 2. Take the cup to Minnie. 3. Who took the book back to the nook? 4. The boat may be at the beach before they know of it. 5. How may the money be paid to the Havana bank? 6. Fatigue may make me leave before Anna or Adam. 7. Many a month may go before they see it. 8. Take a big dish for the honey cake. 9. Make a cup of cocoa before they go back. 10. Hitch the gay nag to the buggy in the meadow. 11. Show Jennie how to pitch the penny to Tom. 12. But how should they see it if they go away? 13. Bob and Mamie may take the boat on the calm bay. 14. They ought to see the two sheep eat the hay. 15. All should go to Canada to catch fish. 16. They should manage to engage the boat. 17. Who ought to pay the money?

Sentences written once SEP 28 1905 *Sentences completed* OCT 12 1905

DIPHTHONGS

WORDS: Dye, by, due, eyed, joy, lie, nigh, row, few, gouge, hide, ivy, fife, mouth, pouch, tube, fume, tiny, chime, tithe, toil, toiler, boyish, dower, Jewish, joyous, loyal, vial, theory, along, avail, borrow, abide, file, vile, revile, veil, failing, feeling, fur, hurry, jury, lame, lucky, lack, long, loop, booth, link, lung, mellow, Murray, namely, outlay, outlaw, par,

ripe, rate, rink, review, renew, Raleigh, waylay, wring, wreath, tyro, early, pipe, couch, write, Rome, romp, mail, rail, empire, rare.

WORD SIGNS: I-eye, you, hope-happy-party, object-be, to be, time, it, dollar, do, had, which, much, advantage, large.

OCT 9 1905

First outline written

OCT 16 1905

Outlines completed

SENTENCES: 1 Do you know how to make money and how to keep it? 2. You may enjoy life if you know how to take advantage of it. 3. You should pay the bill which the party had to take. 4. Take the lower layer of the cake in the big dish. 5. Pack my bag full of food and take it to Tacoma. 6. Take the noisy boy to the shore to bathe in the sea. 7. Check the item on the bill before you go to the bank. 8. Ask the tailor to carry it to the polo game. 9. You may write out my idea now. 10. To be happy and live long you should do right. 11. I hope a dollar a day may be of advantage to all. 12. Of how much advantage may it be to each party? 13. They who borrow money should pay it back. 14. I may be in time to be of advantage to all. 15. I had to borrow a dollar to pay my bill. 16. Our object may be to see you pack the bag.

OCT 12 1905

Sentences written once

OCT 16 1905

Sentences completed

REVIEW WRITING EXERCISE.

WORDS: Aim, ahoy, ado, abbey, avow, Ann, Annie, anew, allay, ally, alley, alloy, adieu, aching, apathy, aiming, abode, alkali, bow, bag, bank, balky, babe, baby, bath, Booth, bang, balmy, boil, bug, buggy, beach, being, billow, balm, bedaub, botany, both, bathe, boat, coop, calm, choke, cheek, chub, chubby, chair, chum, cabbage, Choctaw, chiming, calk, chalk, coke, coach, cage, comb, came, chalky, Dey, dog, deep, dupe, damage, deify, downy, deem, dame, eighty, e l, Eli, etching, edging, epic, enigma, evoke, embalm, feud, fell, fall, far, folk, Fitchie, fagot, famish, foaming, fatigue, faith, fang, gawk, gig, gewgaw, game, gothic, Geneva, gape, infamy, jaggy, jog, jibe, Job, Jacob, Jamaica, knack, knew, lieu, levity, lady, manage, meadow, melody, monk, magic, mug, make, maim, monotony,

Mocha, myth, mouth, monk, monkey, mimic, mutiny, moth, Madonna, nag, new, nail, nabob, nib, nub, nymph, naming, Noah, Nero, Opie, off, oaf, owl, pew, pang, poke, patch, poach, papa, pop, pup, puppy, peep, peck, package, pagoda, Pope, palmy, thatch, tank, tooth, teeth, tame, teem, tar, thick, topic, tobacco, tomato, take, unfair, unmake, vail, veil, vivify, variety, vogue, viola.

First outline written.....*Outlines completed*.....

SENTENCES: 1. You ought to see how much you owe before you go away. 2. You or I should see of how much advantage it may be. 3. It may be in time to be of advantage to all. 4. Who ought to go to the bank? 5. I am happy to say they may see it. 6. To whom should it be paid? 7. Do you know the advantage which may be in it? 8. How should I go to the rowing match in Canada? 9 My object may be to buy the large etching. 10. Which party ought to know of it?

Sentences written once..... *Sentences completed*.....

CIRCLE S OR Z

WORDS: Sick, seat, suit, side, siege, scythe, safe, seen, sin, soon, same, seem, sway, case, keys, teas, days, does, dues, joys, ages, edges, ashes, these, office, face, voice, nice, ounce, knows, alms, house, yes, sets, seeks, space, seeking, speech, savage, Sunday, Smith, smoke, seeming, sinking, Thomas, annex, notice, anxious, annoyance, exceed, cousin, task, Tuesday, upset, passage, fasten, inside, insane, says, seize, spicy, access, vices, accuses, mazes, success.

WORD SIGNS: Is-his, as-has, subject, satisfy-fied, satisfactory, satisfactorily, several, advertise, advertises, because, this, thus-those, impossible-ility, improves, influence, influences.

OCT 16 1905

First outline written.....*Outlines completed*.....

NOV. 1 - 1905

SENTENCES: 1. James may arise early to see the sun rise 2. You may sell a dozen signs of this design. 3. You should advertise the notice in the daily Sun. 4. Miss Smith should make

less noise at the show. 5. You may receive the offensive notice on Sunday. 6. Lucy asks if she may use my music box. 7. The assets of the bank are in excess of its losses. 8. I desire to know his reason to sell his houses. 9. If it is satisfactory you may advertise it now. 10. It is impossible to know its influence on the masses. 11. Miss Shaw possesses a nice voice to sing songs. 12. If the snow thaws, the seeds may be sown.

OCT 18 1905

Sentences written once..... *Sentences completed*

NOV 1 - 1905

LOOPS ST OR STR

If the sound of *st* or *str* precedes a final vowel sound, the loops cannot be used.

WORDS: Staid, august, paste, nest, hoist, guessed, Yost, soonest, safest, just, justice, stark, stork, solaced, fairest, forest, deepest, debased, fastest, funniest, stimulus, mustiest, repast, biggest, deduced, sticky, stubby, steamy, stuffy, stacks, stages, stakes, stalls, steals, stumps, stitches, stubs, stings, stores, stars, stairs, stole, styles, Hester, boaster, register, hoists, jests, feasts, lists, mists, baste, bastes, baster, boasters, jesters, coasters, posters, toasters, teamsters.

WORD SIGNS: Advertised, first, at first, largest, influenced, next, stenography.

Sentences written once..... *Sentences completed*.....

OCT 19 1905
NOV 1 - 1905

SENTENCES: 1. You should make haste slowly these chilly days. 2. Thomas lost the list of our stock of stoves. 3. The starch is sticky and may make the stuff too stiff. 4. Mary refused to receive the revised list of sales. 5. I am rejoiced to know of his arrest yesterday. 6. The minister may invest his money in stocks. 7. You may take the highway which goes to Worcester. 8. They may sell the rusty stove at the store. 9. The robust teamster may molest the gamesters at Rochester. 10. They should at first testify as to his unjust arrest. 11. You should at least be happy to possess it. 12. The next to the largest has influenced us.

OCT 23 1905

Sentences written once..... *Sentences completed*.....

NOV 1 - 1905

The *iss* circle, the *ist* loop, and the semicircles must be made very small.

WORDS: Widows, widower, wag, wink, war, windy, Edwin, wine, won, warehouse, work, wall, well, window, Wednesday, worst, Wheeling, wisp, stairway, Swiss, yes, yoke, yawn, youngest, twitch, dweller, quill, quit, quietly, qualm, queer, Quebec, unquiet, acquire, swing, Swede, squeak, squire, square, hem, hark, harem, hail, hill, help, hallow, holy, hale, haziness, whack, whiz, whistle, whisky, whip, whims, whiff, whittle, wheel, whine, feeling, failing.

In the middle of words, that form for *l* or *r* is used which makes the better angle with the preceding or following stroke. L, following the w-semicircle, must be written downward.

WORD SIGNS: He-him, we-with, were, what, would, year, yet, beyond, you, that, when, aware.

First outline written NOV 6 1905 *Outlines completed* NOV 6 190

SENTENCES: 1. The worst of the storm has now passed away. 2. Weave the wide web and you may receive wages. 3. Unyoke the oxen and they may go to the hedge 4. They may sell Tweed's dwelling house to Dwight. 5. Take the tweezers and twist the casters off the bureau. 6. Why do you wish to whistle here at this time? 7. The wheat may make white and wholesome hoe cakes. 8. We were all aware that you were in Wyoming. 9. The hammock is swung on the banks of the Wabash. 10. Why do you go to the game of whist with the whistler? 11. We were with you on last Wednesday at Owego. 12. You should be aware of it by this time. 13. You should now write these items in the right way.

Sentences written once NOV 6 1905 *Sentences completed* NOV 6 1905

The following writing exercises should not be taken up until the preceding ones have been thoroughly reviewed.

Do not combine words which join awkwardly. Join only words which are closely connected either naturally or grammatically. Do not try to form very long or complicated phrases.

Common words, such as *in*, *if*, *at*, *our*, *me*, *may*, *they*, *way*, *know*, *no*, *go*, *take*, *make*, *buy*, *these*, etc., may be written without vowels.

PHRASES: You will have, you are, you may, you must be, you must have; we think, we think you will, we shall have, we shall be; it is, it must, it must be, it must have, in that, that which, that which may, in his, if you will, if you will be; in these, in each, in this, in which, in those, in much, in each case, in which case; of it, to it, on it, should it, to have; I will be, I will have, I will do, I am sorry; I shall have, I shall be, I think you will be, I fear you will, I hope you will, I hope you may; have the, for the, in the, take the, by the way, in the way, in the west; we will be, we will have, we will do, we are in, we are sorry; you will, I will, we will, he will, they will.

DEC 11 1905

Sentences written once..... *Sentences completed*.....

DEC - 6 1905

SENTENCES: 1. It is of common advantage to give it together. 2. The company will come for half an hour. 3. Have they given it to us, or are you going to do so? 4. Have you ever seen them do so? 5. I will thank them a thousand times for it. 6. I think, however, it will be to our advantage. 7. We shall issue our usual important book this year. 8. Your language will make us go away soon. 9. Is the thing of any importance to our own case? 10. I think you would be sorry if we should go with them. 11. You must in each case do as we desire. 12. I hope you will have no wish to do so. 13. If you will take the road to the west you will be all right. 14. In this case I shall be happy to have you sing the song. 15. We will have the improvement ready by the 15th of May.

DEC 11 1905

Sentences written once..... *Sentences completed*.....

JAN 17 1906

The *r* hook in the middle of an outline sometimes cannot be perfectly formed, in which case it is retraced on the preceding stroke. In the middle of outlines the circle must be made on the *inside* of the hook on straight strokes.

Mer and *Emper* cannot be used after *T*, *D*, *Chay*, and *J*.

WORDS: Drape, drag, grape, trail, thrash, caprice, pauper, approach, dapper, daughter, hammer, banner, camphor, favors, traverse, cracker, abridge, authority, scrap, abstruse, creek, freak, shred, decrease, generous, Denver, educator, embrace, pressure, precede, trespass, treason, reproach, redress, presence, treasure, setter, scream, chemistry, tribe, crib, fiber, spider, diagram, silver, Fisher, triumph, increase, strips, industry, dishonor, broil, prop, prong, broth, broom, growl, throb, brother, lumber, thinker, anger, proceed, grocer, soldier, program, oppressive, strong, scroll, rumor, lunar, crusade, numerous, quaver, crutch, ludicrous, trustee, succor, supremacy, supersede, lustrous, quarter, quarterly, crystal, university, Friday, dexterous, extremity, seamstress.

WORD SIGNS: Appear, principle-al-ly, practice, member-remember, number, doctor, dear, during, danger, larger, degree, from.

First outline written JAN 15 1906 *Outlines completed* JAN 17

SENTENCES: 1. The preacher was eager to preach at Troy on Thursday. 2. The robber caused much labor and bother for us. 3. The shipper will protest that the wharfage was extra. 4. They must try to escape from the State prison. 5. Doctor Baker and his brother have the principal practice there. 6. It appears that they must pay the next quarter's dues. 7. The industrious baker is extremely generous. 8. The members agree to all that we require. 9. The doctor was away during the danger of the fever. 10. They may ship the paper and crackers by the next express. 11. The subscribers disagree with the editor of the

paper. 12. The lumber fell on the younger brother's finger and broke it. 13. The baker and the banker must purchase a banner and wave it.

JAN 15 1906 JAN 18 1906

Sentences written once ..... *Sentences completed* .....

THE L HOOK

The *r* hook must always be made very small, so that it may not conflict with the *l* hook on curved letters.

WORDS: Clause, glass, pliable, blemish, clump, climax, clothe, clumsy, Clara, clog, closed, glares, gleam, glum, glimpse, flake, flimsy, Florida, fling, fluency, flabby, flogs, papal, pebble, entitle, beetle, cackle, chattel, fickle, giggle, plumper, blank, circle, declaim, diploma, employ, emblem, enclose, festival, syllable, radical, tenable, technical, poetical, parable, novelty, admirable, variable, vital, splices, penal, diagonal, amicable, bashful, chemical, declivity, temporal, spinal, joyful, reliance, pliable, shingle, survival, wrinkle, implore, desirable, ramble, explicable, invaluable, paternal, warble, criminal, problem, chronicle, struggle, scruple, perplex.

WORD SIGNS: People-d, apply, belong-ed, at all-until, deliver-y, equal-ly difficult-y, follow, value.

First outline written JAN 31 1906 *Outlines completed* JAN 31 1906

SENTENCES: 1. To whom does the black cloak belong? 2. I will enclose an envelope. 3. Flora was the only girl in the class who pleased the teacher. 4. We are now able to display our flag in all climes. 5. You may receive the reply by cable to-morrow. 6. The clock was placed in the chapel to tell the time. 7. The classical pupil must apply at the uni ersity. 8. The faculty was in the assembly hall on Friday. 9. The title to the tunnel was official, but it was of no value. 10. You must settle for the supply of satchels when they are placed on sale. 11. The clause in the classics pleases the pupils of all classes.

Sentences written once JAN 31 1906 *Sentences completed* JAN 31

The hook forms cannot be used before a final vowel. In the middle of outlines the circle must be made on the *inside* of the hooks on straight strokes.

WORDS: Pin, chin, grown, spin, stain, sudden, seven, widen, downs, chance, instance, assistance, expanse, bounce, bounced, bounces, bouncer, dispenses, responses, dampen, barren, famine, deepen, enjoin, refine, bench, vacancy, penny, Vienna, rainy, fans, earns, offense, offenses, whitens, sponsor, bunch, finances, leaner, occupancy, punish, mince, nuns, canes, dense, duns, tons, abstain, arraign, assign, assignee, aspen, button, campaign, cheapen, detain, discern, engine, examine, foreign, hidden, humane, illumine, Japan, lemon, oranges, linen, machine, stiffen, stolen, summon, sullen, thine, turn, wagon, weapon, whetstone, woven, bonny, Illinois, hempen, Spanish, zones, gunnery, soften, enhance.

Puff, beef, reef, rebuff, tariff, sheriff, pave, repave, bereave, coffee, purify, verify, Java, defeat, refer, recovery, devote, river, puffs, achieves, heaves.

WORD SIGNS: General-ly, can, begin, phonography, opinion, our own, your own, at length, at once, generals-ize, generalized, remembrance, differ-ent-ence, advance-d, careful-ly, hope to have, whatever, out of, whichever, whoever.

FEB - 7 1906

First outline written..... *Outlines completed*.....

FEB 7 19

SENTENCES: 1. Will you join in the fun down town at seven o'clock? 2. John Shane will assign his stock to his assignee. 3. Refine the iron, and finish it within twenty days. 4. I incline to make many bayonets for use in Oregon. 5. The chances for making your expenses in Kansas are slim. 6. The finances of the bank in this financial strain have increased. 7. The expenses of the princes at the dances were out of all reason. 8. They announce that he evinces many signs against the loans. 9. It is your opinion that they will begin work at once. 10. I observe that he refers to the discovery of the reef. 11. The sensitive man has no incentive to refuse the trophy. 12. You may refuse to revise his defense at

the trial. 13. As a general thing you can begin the study of phonography in your own town. 14. Our own opinion is that whatever is done you will hear at once. 15. The general's remembrance of it will at length be right. 16. Whoever goes should be careful to come out of it in time. 17. Whatever difference there is, and whichever way you go, it will be our gain.

FEB 8 1906 FEB 8 1906

Sentences written once..... *Sentences completed*.....

THE SHUN HOOK

WORDS: Omission, ovation, sedition, collision, partition, vocation, mention, dictation, selection, legation, pollution, locomotion, ascension, aspiration, digression, abolition, violation, division, passionate, stationary, missionary, reception, inception, obligation, benediction, discretion, attrition, creation, suction, affliction, prostration, production, abbreviation, dissipation, presumption, superstition, exclusion, designation, emigration, expedition, exclamation, expiration, exultation, subscription, exploration, execution, passions, auctions, mentions, affections, sessions, fashions, deceptions, locations, resolutions.

Civilization, deposition, exposition, succession, taxation, dispensation, secession, vexation, musicians, decisions, positions, possessions.

WORD SIGNS: Objection, information, satisfaction, description, from, over, very, there-their, other, sure-ly, pleasure, Mr-remark-able-bly, more, describe-d, practiced, character, characters, characterized, characteristic.

First outline written..... *Outlines completed*.....

SENTENCES: 1. It is the intention to give an option on sales at the auction. 2. I have a notion that education is a delusion. 3. The national ambition is to have attention given to the operation. 4. He sanctions their actions for the nation's progress. 5. There is opposition to the possession of our new acquisitions. 6. The decision of the musicians for a cessation of the play gives satisfaction. 7. What objection is there to the information if it gives satisfaction? 8. The description he receives from them is

very fine. 9. We surely had much pleasure from his remark on this occasion. 10. Their sessions were more noisy than is usually the case. 11. Is there to be any motion from the other side? 12. Mr. Brown and Mr. Jones will surely be there on that occasion. 13. They had more pleasure from his remarks than from others. 14. If you will pay attention to the directions you will be master of the situation.

Sentences written once ..... *Sentences completed* .....

HALF LENGTH STROKES

A half length stroke cannot precede a final vowel sound. A *compound* character is one used with the *semicircle* or with an *initial* or *final* hook.

Pat, cheat, coat, feat, meet, mate, not, shut, sipped, soaked, soft, smite, skate, slate, cats, fights, hacked, good, bids, saved, reach, reached, bake, baked, vivid, rigid, argued, aimed, made, mode, seemed, end, send, sound, signed, sinned, doomed, timid, descend, Pratt, street, sobered, blade, tend, attend, mound, brought, great, greatly, ascertained, attract, October, abound, enchant, Kentucky, resume, scold, framed, field, veiled, absurd, whetted, payment, print, reeled, ruled, crate, create, pot, poet, endued, endowed, invite, invited, headed, padded, faded, derived, divided, shrouded, righted, pickled, bottled, tackled, awaited, dieted, unedited, agitated, ray, raid, raided, radiate, radiated, inundated, Benedict, acted, dated, freighted.

Doing, making, saying, having, missing, hopping, aiding, abusing, tracing; ravings, sayings, ratings, openings; watching the, dividing the, mocking the, arranging the; feasibility, invisibility, visibility, mutability, temporality, totality, circularity, muscularity, vulgarity.

WORD SIGNS: Particular-ly, opportunity, part, remembered, at hand, did not, do not, had not, gentlemen, gentleman, quite, could, good, that, without, immediate-ly, under, hand-owned, somewhat.

Outlines written once ..... *Outlines completed* .....

SENTENCES: 1. In spite of the fight he sent the mat late last night. 2. He vowed that the deed would be void if not sent soon. 3. The talkative man went to the tent and betrayed the band. 4. You should take pride in the gift sent by the general. 5. The noted man who offended us will be avoided. 6. He edited the report which was dated last week. 7. They are thinking of trying to buy the shining cup. 8. They are speaking of paying for the drawings. 9. The engravings will be shown at the meetings of the society. 10. We did not know because we had not heard of it. 11. His responsibility and popularity are very great because of his prosperity. 12. I remember that we had a particularly good opportunity without his aid. 13. We did not know that the gentleman was at hand at that time. 14. He said that part of it would be sent immediately to the shipper. 15. If he made it wrong that will be the end of it.

Sentences written once---------- *Sentences completed*----------

DOUBLE LENGTH STROKES

WORDS: Fighter, latter, mutter, shouter, flutter, flitter, alter, softer, smatter, salter, saunter, sender, surrender, cinder, matters, slanders, shatters, enters, finder, vendor, asunder, lender, whiter, yonder, wonder, hinder, islander, flounder, mentor, warder, astral, inventor, thermometer, defrauder, smelter, disorder, provender, intercept, interfere, interrupt, interdict, interest, introduce, entertain, entertained.

Concede, conceit, conceive, concise, concur, condemn, condense, confine, consent, consign, contract, convince, conception, conclusion, combination, comfort, commend, communication, communicate, compel, competent, comply, accommodate, discontinue, inconvenient, reconsider, intercommunication, circumvent, self-educated, self-support, insert, insertion, insulation, magnifiable, magnetic, countersign, contradict, controversy.

WORD SIGNS: Material, immaterial, commence, commenced, commences-United States, circumstance, circumstances, inexperience, inexperienced.

Outline written once---------- *Outlines completed*----------

SENTENCES: 1. I shall write a letter to father and mother about it. 2. The diameter of the meters is another matter. 3. The voters were in the center of the fighters. 4 The cylinder was too slender for the shutters. 5. I must confess that I did not consider your communication. 6. I have concluded that the condition of the concern is contrary to good order. 7. In recognition of the compensation received I will recommend you to the committee. 8. It is self-evident that his self-respect is an inspiration. 9. We must circumvent them and be self-possessed. 10. The instrument was an inspiration to all who heard it. 11. The magnificent scene could not be too greatly magnified. 12. It is immaterial when you commence to ship the motors. 13. Under the circumstances we will not consider his inexperience. 14. The United States possess material for all purposes. 15. It is an experienced man who has commenced to render their accounts.

*Sentences written once*_____ *Sentences completed*_____

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